

**TEAM BUILDING
PRESENTED
TO
LIBRARY MEMBERS OF STAFF**

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BY

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OUTLINE

- **Key words on team building and exercises.**
- Introduction to team building.
- Definition of a team.
- Characteristic of a team.
- Team work – benefits.
- Tips of team building.
- Pre – requisite factors for team building.

Team Building and Exercise

- ▶ **Benefits of exercises to a human body.**
- ▶ **Tips to stick to an exercise programme.**
- ▶ **Getting started in an exercise programme.**

Concepts/ words relevant to team work

▶ **Exercise**

- Activity requiring physical effort, carried out especially to sustain and improve health.

➤ **Physical Activity**

- Any bodily movement produced by skeletal muscles that require energy expenditure.

➤ **Play**

- Engage in an activity for enjoyment and recreational rather than a serious practical purpose.

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▶ **Game**

- A form of play or sport, especially a competitive one played according to rules and decided by skills, strength or luck. A contest in which people of a team competes against each other in a particular sport.

▶ **Team Captain**

- A title given to a member of a team whose significant responsibility is to strategize and ensure team work while the game is in progress.

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▶ **Team manager**

- The administration of a group of people assembled to work on a particular project to perform a particular function/task.

▶ **Team coach**

- One who instructs players in the fundamentals of a sport and directs team strategy.

▶ **Trainer**

- A person who teaches skills to people/ team.

▶ **Teams**

- A group of people with full set of complementary skills required to complete a task, job or project.

Introduction:

- ▶ Objective of every participant in a team is to achieve the group's mission, vision and victory.
- ▶ To secure the desired victory, participants must explore various ways of enhancing their performance.
- ▶ One of the approaches to improving performances is by pursuing and embracing team spirit and teamwork.

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- ▶ Just as members of a football team need to coordinate and pull together so as to score/win, the Library personnel should build strong ties as well as those of members of staff.
- ▶ This paper gives insights into the concept and importance of a team and procedures of building an effective team.

What is a team?

- ▶ A cohesive unit of people who enjoy the privileges of making decisions and continuously work together to improve their performance/goal.
- ▶ A group of people working for a goal, each individual brings forth his/her skills in a concentrated manner and coordinates with the skills of other colleagues/members.

Characteristics of a team:

- ▶ Has common goals that have been agreed upon – members share common goals.
- ▶ Members openly encourage and support one another.
- ▶ Members have open communication with one another.
- ▶ Each member must have knowledge of his/her role in the team.
- ▶ Mutual respect among the members

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- ▶ Members must create a positive image for themselves
- ▶ Players in the team are committed to improving the team's performance
- ▶ Each member considers himself/herself as a team player.

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- ▶ Contributions of each individual are recognized and appreciated.
- ▶ There is trust among team players.
- ▶ Members stick together in the event of success/ failure/challenge.

Benefits of Teamwork:

- ▶ Effective teamwork can produce credible results. This is because members of the team combine their efforts so as to achieve the intended goal.
- ▶ Reduced costs – large amounts of work can be accomplished within a short time.
- ▶ Improves quality of work and provision of services.
- ▶ Reduces absenteeism and improves continuity.

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- ▶ Reduces conflict – members of the team support one another.
- ▶ Enhances creativity and innovations due to many ideas from fellow team players.
- ▶ Leads to improved cooperation and coordination.

Tips for Teambuilding:

- ▶ Belonging to a team in the broadest sense is a result of feeling part of something larger than yourself.
- ▶ Teams are created by leaders or those who assume leadership roles such as managers, administrators, Chief Executive Officers, etc.
- ▶ In order to create a successful team the following tips are critical:
 - Leadership should clearly spell out its expectations with regard to the team's performance and expected outcomes.

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- Members should be made to understand the reasons for which the team has been created.
- Availing the necessary resources (time, equipment, supplies, money etc.) that are pertinent to team work.
- Leadership should put attention and emphasis on the work of the team.
- Each member of the team should be made to understand that his/her role and contribution to overall team performance is important.

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- Leadership should recognize and appreciate the contribution of each member of the team
- Provide equal opportunity to each member play his/her role
- Encourage group decision-making approaches.

Pre-Requisite Factors For Team-Building:

- ▶ There are a number of factors that must be in place to cohere together as a team and work seamlessly:

Leadership:

- Effective leadership is one of the most important components of good teamwork.
- The team's leader should possess skills to create and maintain a conducive environment, motivate and inspire members to take a positive approach to work and be highly committed.

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- Effective team leader will promote a high level of morale and make team members feel supported and valued.
- ▶ **Clear communication:**
 - A vital factor of all interpersonal interaction and especially that of a team.
 - Team members must be able to articulate their feelings, express plans and goals, share ideas and see each other's viewpoint.

Establishing Roles:

- ▶ It is absolutely necessary for team members to understand what their role in the team is, what he/she is responsible for, expectations by both the team members and her/himself.

Conflict Resolution:

- ▶ Conflicts will arise no matter how well a team functions together.
- ▶ Best way to counter conflict is conflict resolution.
- ▶ Its often important for team leader to sit with the conflicting parties and help work on their differences without taking sides.
- Be as objective as possible.

Wednesday June 24TH,2015

Set a good example:

- ▶ Team leader must set good example for a good team work to come out.
- ▶ Keep team members positive, committed and motivated.

Conclusion:

- ▶ Teamwork is critical for enhancement of good performance by those charged with responsibilities at various levels of organization.
- ▶ The approaches for team-building are particularly relevant to the various management structure or organizations that are expected to develop mutual working relationships.
- ▶ Workers involved in teamwork also need to embrace team spirit and build strong teams whose members integrate their efforts to the intended goal.

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- Success in any endeavor is determined by players' unique strength, skill, talent, creativity and acting in harmony

TEAM BUILDING AND EXERCISE

TEAM BUILDING & EXERCISING

- ▶ Benefits of exercises to human cardio-respiratory system
- ▶ Tips to help you stick to your exercise/fitness/aerobics program

BENEFITS OF EXERCISE TO HUMAN BODY

- ▶ Enjoyment of daily activities and chores
- ▶ Strength and efficiency of heart muscles
- ▶ Increased proportion of high-density lipoproteins in the blood
- ▶ Increased capillary network in the body
- ▶ Improved collateral circulation
- ▶ Weight control
- ▶ Stimulation of bone-growth

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- ▶ Increased ability to cope with stress
- ▶ Ward off opportunistic infections
- ▶ Improved efficiency of general body system
- ▶ Bolster self-esteem
- ▶ Achieve self-directed fitness goals

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- ▶ Sound and better sleep
- ▶ Quick recovery from common illnesses
- ▶ Less frequencies to hospitals
- ▶ Meet and interact with like minded people
- ▶ Reduced insurance premiums

GETTING STARTED IN A FITNESS/EXERCISE PROGRAM

- ▶ Starting a fitness/ exercise program may be one of the best things you can do for your health. Physical activity reduces risk of chronic diseases (heart attack, cancer, arthritis among others), improves your balance and coordination, lose of weight, good sleep habits and self esteem.

There are five (5) steps to getting started in an exercise program, namely;

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Step 1: Assess your Fitness Level

You probably have some idea of how fit you are. The recording and assessing baseline fitness scores can give you benchmarks against which to measure your progress. To assess your aerobic and muscular fitness, flexibility and body composition record the following;

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- ▶ Your pulse rate before and after you walk 1 mile (1.6km)
- ▶ How long it takes you to walk 1 mile (1.6km)
- ▶ How many push – ups you can do at a time
- ▶ How far you can reach forward while seated on the floor with your legs in front of you.
- ▶ Your waist circumference as measured around your bone abdomen just above your hipbone
- ▶ Your body mass index

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Step 2: design your fitness program

Its easy to say that you will exercise every day but you need a plan. As you plan your fitness program, keep the following in mind:

- ❖ **Your fitness goals.** Lose weight? Or do you have another motivation e.g. preparing for an event (marathon). Having clear goals helps gauge your progress

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- ▶ **Create a balanced routine.** It is recommended that most adults should aim for at least 150 minutes of moderate intensity aerobic activity or 75 minutes of vigorous aerobic activity a week. Adults also need two or more days of strength training a week.
- ▶ **Go at your own pace.** If you are just beginning to exercise, start continuously and progress slowly.

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- ▶ **Plan to include different activities (cross training).** Can keep boredom at bay. Cross training also reduces your chances of injuring or over using one specific muscle or joint. Alternate among activities that emphasize different parts of your body e.g. walking, swimming and strength training.

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- ▶ **Allow time for recovery.** Many people start exercising with zeal – working out too long or too intensely and give up when their muscles and joint become sore or injured. Plan time between sessions for your body to rest and recover.
- ▶ **Put it on paper.** A written plan may encourage you to stay on track.

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- ▶ **You have an injury or medical condition.** Consult your doctor or a physical therapist to help you in designing a fitness program that gradually improves your range of motion, strength and endurance.
- ▶ **Build activity into your daily routine.** Finding time to exercise can be a challenge. Schedule time to exercise as you would any other appointment. Plan to watch your favorite show as you walk on the treadmill or read while riding a stationery bike.

Tips To Stick To Your Fitness/Exercise Program

- ▶ Fit your program into daily lifestyle
- ▶ Exercise with friends
- ▶ Incorporate music in to your activity
- ▶ Vary your activities frequently, e.g. cross training, exercise, etc.

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- ▶ Avoid complicated fitness program, keep it simple
- ▶ Measure your improvement by keeping a log/daily
- ▶ Take some time off to rest and recuperate
- ▶ Keep in mind the importance of physical activity to your life and health.

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THANK YOU FOR LISTENING