

LEADERSHIP AND TEAM BUILDING

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Mike Nesongano

Article 4: Team Management

What Is Team Management?

It is combining of skills, experiences and judgements in order to achieve common vision, mission and goals. It is breaking down of barriers between departments within in an organisation and creating closer people relationships.

What Is A Team? (Definitions)

Merely referring to a collection of employees as a team doesn't make them one. It is "A number of people who co-operate in such a way that it achieves more than the sum total of the individual's achievements".

It is a group of people united

by a common purpose.

"An energetic group of people committed to achieving common objectives, who work well together and enjoy doing so, and who produce high quality results",

"A team is a small number of people with complimentary skills who are committed to a common purpose, performance goals, and approach for which they hold themselves mutually accountable",

Which Are The Different Types of Teams?

"Teams" take many forms and are often referred to as:

- Ø Work teams.
- Ø Business strategy teams.
- Ø Project teams.
- Ø Cross-functional teams.
- Ø Task force teams.
- Ø Quality circle teams.
- Ø Customer services teams.
- Ø Sales teams.
- Ø Self-managed teams.

What Is The Advantage of Working As A Team?

When people work as a team, they can effectively:

- Ø Achieve better results than individuals working alone.
- Ø Be more flexible than larger groups.
- Ø Take more risks and explore areas that individuals may avoid.
- Ø Generate a wider range of ideas than individuals.
- Ø Help each other grow in skills and confidence.
- Ø Demonstrate commitment not only to the task but to each other.
- Ø Motivate themselves.

What Is The Difference Between Teams and Groups?

A team is a special kind of group, and turning groups into teams is a process that requires special management skills.

What Happens In Groups?:

- Ø People work together.
- Ø Feelings aren't part of work.
- Ø Conflict is accommodated.
- Ø Trust and openness are measured.
- Ø Information is given on a "needs to know basis"
- Ø Goals/objectives are either personal or unclear.

What Happens In Teams?:

- Ø People trust each other.
- Ø Feelings are expressed openly.
- Ø Conflict is worked through.
- Ø There is a common goal and objectives.

MACKUM GROUP Business Services

Specialists in:

- v Strategic Planning using the Balanced Scorecard approach.
- v Cascading of Strategic Plan.
- v Organisational Capacity Building using OCA method.
- v Business Planning (practical and bankable).
- v Workshop Facilitation using Zoop method.
- v Training of Trainers in participatory delivery techniques.
- v Training of Trainers in delivery of Entrepreneurship courses.
- v Training materials development in entrepreneurship.

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What Is The Difference Between Team Building and Team Working?

Team Building:

This involves giving people a sense of direction, getting to know one another, recognising skills and abilities as well as establishing a method of working and common purpose and objectives.

Team Working:

This involves sharing ideas, co-operating, being open and support one another but people or departments work independently.

What Is Team – Time Management?

Managers need to set team goals and then ensure that all involved parties reach the goals. This involves breaking goals down into milestones, allocating work to accountable people and following up on progress made.

Employees are often challenged by time related problems due to the fact that they do not have clear vision, mission and goals (scorecards), do not know how to priorities, are disorganised, procrastinate, spend too much time on tasks due to perfectionist tendencies. This in turn places pressure on managers who need to come up with innovative ways to ensure that employees meet required performances standards.

Managers should ensure that required tasks are clearly outlined in a SMARRT (Specific, Measurable, Achievable, Results orientated, Resource based and Time bound) manner.

Managers should ensure that employees have a clear understanding of the vision, mission and goals (scorecards), bought into the achievement of the scorecards. Do they know how goal achievement will add value to the team and how non-achievement will impact on the organisation? If they do not know this they will place less emphasis on scorecard attainment and as such may not use time to the best of their ability.

Managers are evaluated on the results of their units, departments, or sections as a whole and not on their individual performance.



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19th October 2010

Dear Stakeholders,

INVITATION TO ATTEND THE FIRST POLICY WORKSHOP: DEVELOPMENT OF THE NATIONAL NUCLEAR POLICY, LEGISLATION AND REGULATION FOR URANIUM EXPLORATION, MINING, MILLING, TRANSPORTATION, FUEL PRODUCTION AND POWER PLANT

The Ministry of Mines and Energy will host a one-day workshop to solicit comments, inputs and recommendations, from Stakeholders. This is part of the process to develop a National Nuclear and Uranium Policy Legislation and Regulations.

DATE: 29th NOVEMBER 2010
VENUE: SAFARI HOTEL AND CONFERENCE CENTER
TIME: 08H00

WHO SHOULD ATTEND:

- > ALL URANIUM EXPLORATION AND MINING COMPANIES
- > AFFECTED AND INTERESTED PARTIES

We kindly, request that you confirm **your attendance by Friday 12th November to Ms. Helena Itamba**, hitamba@mme.gov.na/or Ms. Miina Gahutu, mauene-gahutu@mme.gov.na.
Tel: 061-284 8162 / 8163 or by fax 061-284 8366.

Yours Sincerely

2010.10.19
JOSEPH S. IITA
PERMANENT SECRETARY



LOCAL TENDER BOARD

FOR THE CITY OF WINDHOEK



TENDER INVITATION

Tender No.: INF 565/2010

Title: NEW ELECTRICAL SUBSTATION ON ERF 86, LAFRENZ TOWNSHIP
Description: Construction of new electrical substation as per documentation.
Closing Date: Friday, 26th of November 2010 at 11:00.
Site Inspection & Tender briefing: Compulsory site inspection will be held in the Committee Room of the Architecture Division on the corner of Garten and Rev. Michael Scott Streets, on 12th of November 2010 at 09:00.
Tender Documents: Available as from the 5th of November 2010 at 11:00, at the Customer Care Centre of the City of Windhoek, Rev. Michael Scott Street, Windhoek.
Levy: N\$ 500.00 (Non-refundable)
Enquiries Technical: Ms. Y.B. Steenkamp – **Tel:** +264-(0) 61-290-2166
Fax: +264-(0) 61-290 2306
Mr. R. Bezuidenhout – **Tel:** +264-(0) 61-290 2290
Fax: +264-(0) 61-290 2306

Tender No.: M 127/10

Description: Supply and Deliver of Blue Road Stud marker plus Epoxy Adhesive
Closing Date: Friday, 26th of November 2010 at 11:00
Tender Documents: Available as from Friday 05 November 2010 at 14h00 at the Customer Care Center, Rev. Michael Scott Street, Windhoek.
Levy: N\$ 100.00 (Non-refundable)
Enquiries Technical: Mr. TM Uusiku - **Tel:** +264-(0)61-290 2816/ 261 251
Fax: +264-(0)61-290 2854

Tender No.:M.128/10

Description: Fire Service Training Materials
Closing Date: Friday, 26th of November 2010 at 11:00
Tender Documents: Available as from the 5th of November 2010 at 11:00, at the Customer Care Centre of the City of Windhoek, Rev. Michael Scott Street, Windhoek.
Levy: N\$100.00 (Non-refundable)
Contact Person: Mr. D.P. Cloete - **Tel:** +264- (0) 61-290 2853/ 261 251/264 811 499824
Fax: +264-(0) 61-290 2821

Enquiries Procurement:

Ms. A. S. Shakaalela

Tel: +264-(0) 61-290 2270 -

Fax: +264-(0) 61-290 2331

E-mail: ase@windhoekcc.org.na

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