

Definition and Differences Between Team and Task Process

There are two processes happening simultaneously when people collaborate on a project. The two processes are the task process and the team process. Both processes are of equal importance and to achieve success necessitate proper structuring and maintenance. Team and task processes are composed of maintenance behaviors and abilities. The processes are structured hierarchically and then maintained simultaneously. The first structure when doing a project is the team process. The team process establishes effective working relationships amongst the team members. These interpersonal relationship behaviors, once structured properly and established as norms within the team, allow the team to effectively communicate, manage conflict, make decisions, and problem solve. Team maintenance behaviors focus on the interaction between individuals while they are accomplishing tasks.

Some Team Maintenance Skills are:

- Active Listening

- Understanding the responsibilities of your role within the team

- Recognizing and adhering to the Ground Rules to establish a synergetic team culture

- Understanding how to individually and collaboratively plan a negotiation

- Coaching and Supporting each other

- Assessment of Individual Styles of Behavior

- Team members need to have a specific level of competence to become an effective team member. The competencies a person should cultivate when becoming a member of a team should be clearly understood.

Some Team Process Abilities are:

Ability to Influence is the ability to move others to act in a desired way. Competency in influencing others is to be open to others' ideas and listen actively before directing them to act in a desired way.

Accountability is the ability to establish in other team members a commitment to achieving results by making them accountable to the equal sharing of work, the regulating of their behavior, and leading by managing in a situational specific manner. The desired competency level on a team would be to listen to others ideas and then direct the members in ways that make them individually and mutually accountable to the team.

Bias for Action is the tendency to think over the problem before taking action and then appropriately and consistently make decisions when to act and when to delay. Procrastination on a team would be incompetent. Members must be able to react quickly and move forward after thinking and brainstorming the problem collaboratively.

Collaborating with Others is the willingness and ability to work with others to achieve shared success at any time.

Communication is the ability to utilize multiple communication modes and channels. A competent team member utilizes all technology available to keep the team high performing and increases resources by being trained in the latest communication technology.

Directiveness is the ability to lead by setting firm standards of behavior and accountability through coaching and team building.

Flexibility is being able to adapt and work effectively within a variety of situations with team members and other individuals. To be able to understand and manage different perspectives on an issue, while understanding and expertly using situation specific management skills to manage the team.

Interpersonal Understanding is the ability to commit to understanding other team members by assessing their behavioral competencies. Competency on a student team is learning the use of the assessment tools and developing expertise in their use.

Networking Ability is the ability to expertly communicate information to build relationships and use them to accomplish the goals and objectives.

Organizational Awareness is an understanding of the organizational culture and managing the organizational influences to achieve the objectives. Competency level for student team members would be to have the ability to utilize informal communication channels and utilizes decision-making models to achieve high performance while understanding strategic management but not having had the experience to develop the necessary skills.

Self-Regulation is the ability to regulate your own behavior and use emotional intelligence when faced with negative responses or actions when provoked, in times of conflict or while under stress. Competency in this area is being aware of different conflict styles and knowing how to appropriately apply them to different situations.

Team Leadership is the ability to use different leadership styles that are situation specific to achieve high performance for the team. Competency level on a student team would be being trained in situational and shared leadership skills.

Teamwork is the ability to lead teams and be a team member who can share work and leadership and be individually and mutually accountable for the equal distribution of work.

Once the team process is established the task process is planned. The goal is to

apply the information learned in the initial stages of the team process to facilitate the execution of the task.

Part of the Task Process is:

- Establishing a Mission Statement
- Creating a Scope Statement in your Proposal
- Defining the Objective for the Team and Task Process
- Creating Goals that can be decomposed into Activities for the Team
- Utilizing the Strengths and Weaknesses of the Team Members in Executing the Task
- Time Management Plans can create Flexible Boundaries and Equally Distributed Work Loads

Task Abilities include:

Technical Expertise is the specific knowledge, skills, qualifications, or experience required to perform in a particular team.

Technical Skill Development is the ability to assess technical skills in other team members and use them effectively to accomplish the task with the ability to work on a team where cross-functional technical skills maybe needed

Conceptual Thinking is the ability to think of new ways to look at problems and detect patterns in systematic reactions showing some innovation and application of knowledge but still needing some development in the ability to communicate concepts clearly and accurately

Dedication is the ability to meet objectives under increasingly challenging circumstances with an ability to thrive with some stress while meeting objectives.

Achievement Orientation is the desire to do well and work to a high standard and ask directly what is expected of oneself.

Analytical Thinking is the ability to make formal and logical deductions, using models and formulas, and scientific solutions. Competency in this area is to prefer theory and method to data, while making systematic comparisons of different features while setting priorities on a rational basis, identifying time sequences, causal relationships and consistently using formal and logical deductions successfully.

Applying Expertise is the ability to gain, use, and disseminate knowledge to oneself, team members, and others while learning to apply expertise.

Strategic Orientation is the ability to link long-range visions and concepts to daily work.

Competency is the ability to use time management to keep the team high performing by managing other people and creating activity lists for the team to follow.