

VICTORIA UNIVERSITY OF BANGLADESH

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Final Examination

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(HM - 654)

Program – BTHM

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ANS.TO.THE.Q.NO.01

10 Tips for Choosing Effective Team Members

- Look for Excellent Communicators.
- Seek Well-Organized and Self-Disciplined Members.
- Find or be an Exceptional Project Manager.
- Hire the Best Fit for the Role.
- Look for Resourceful and Influential Individuals.
- Do Your Research Well All the Time.
- Seek Proactive Members.

ANS.TO.THE.Q.NO.02

They provide direction, instruction and advice to a group of people, also known as a team, in order to achieve a certain goal. An effective Team leader/manager will know the strengths, weaknesses and motivations of all of his/her team members.

The ultimate guide to motivating a team — and why it matters

1. Share your vision and set clear goals.
2. Communicate with your staff.
3. Encourage teamwork.
4. A healthy office environment.

5. Give positive feedback and reward your team.
6. Provide opportunities for development.
7. Give employees the space they need to thrive.

ANS.TO.THE.Q.NO.03

If you're dealing with a difficult employee, following these steps can help you resolve the situation.

1. Critique behavior, not people. ...
2. Identify the causes of the problem. ...
3. Be open to feedback. ...
4. Give clear directions. ...
5. Write down expectations and specific consequences. ...
6. Monitor progress. ...
7. Plan ahead. ...
8. Stay calm and show respect.

ANS.TO.THE.Q.NO.04

Here are seven teamwork skills that are essential for your academic and professional success:

- Communication. Communication is the foundation of effective teamwork. ...
- Time management. ...
- Problem-solving. ...
- Listening. ...
- Critical thinking. ...
- Collaboration. ...
- Leadership.

ANS.TO.THE.Q.NO.05

“It depends on the task. When it comes to brainstorming, teams produce great ideas with multiple input, and teams can highlight people's strengths. But I certainly enjoy working on my tasks as an individual as well, since in many ways it takes the ability to work alone for the team to fully succeed.”