



Victoria University of Bangladesh

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(Answer to the Question No 1)

Team members are going to be necessary when you want to build a company from scratch, you have to carefully plan your strategy and resources. Human resources, more specifically, are your best shot to conquer the niche marketplace and position yourself as a strong player. You see, the more brilliant people work for your company, the better your image, reputation, and products will be. Picking the right professionals to build an effective team for a project is more challenging than it looks. It's a big responsibility and risk because the people you choose are the biggest factor to determine if your project will turn out to be successful.

The more skilled and knowledgeable they are, the better your odds of success become. Team members can be chosen internally from the organization, thanks to negotiations with managers and other project teams, or from outside. It will also be necessary to determine if each team member will work on the project full or part time. There's a number of specific skills leaders must look for, indicating who can add to the team and collaborate well with others. Even those employees with the strongest skills typically require training to shine as a project team member. Simply assuming people already have all the necessary skills, or that they'll quickly observe others and catch on, is not an effective approach. Companies who want the best project outcomes must be willing to invest in their people first.

(Answer to the question No 2)

Team Manager is the person responsible for production. This within the limits that are set by the project board, regarding quality, timescale and costs. The Team Manager is allocated by the Project Manager and this is defined in the work package. The Team Manager role reports to and takes direction from, the Project Manager. If a Team Manager is not assigned, the Project Manager will undertake the responsibilities of the Team Manager role. A Team Leader is a specific term used in the Agile PM methodology while a Team Manager is a term used in the PRINCE2 methodology. Both organize the production in a constantly changing context while ensuring the team cohesion. 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.

7 Ways to Motivate a Team:

- Share your vision and set clear goals
- Communicate with your staff
- Encourage teamwork
- A healthy office environment
- Give positive feedback and reward your team
- Provide opportunities for development
- Give employees the space they need to thrive

In order to achieve great results, you should be constantly thinking about how you can motivate and inspire your team.

Matt Dodson, manager of Organizational Development, Chevron, shares why motivating and leading people is critical to an organization's success. And it starts with a coaching culture.

(Answer to the question No 3)

Employers ask candidates to describe difficult situations they've handled in the past to assess how they may handle challenges in their future roles. The response a candidate provides can help an employer determine if they could be a positive contribution to the company. A candidate's answer can also provide an employer with an insight into their integrity, communication skills, initiative, leadership skills and ability to react to unpredictable events. As you're thinking about your answer to this interview question, you can consider how to talk about the situation positively. Instead of speaking negatively about former coworkers, employees or supervisors, focus on what you did to rectify the situation. Another consideration to make when brainstorming your answer is to use a work-related situation. A potential employer may appreciate an answer that centers on your professional life. If you don't have relevant work experience, you can describe a recent event in your personal life. At my previous job, I had an employee who was consistently late when competing tasks, which slowed down the entire department. I spoke to her in private and gave her a warning, including a deadline for improvement. When I saw no improvement, I spoke to Jane again and let her know that I would be reporting her to Human Resources. I also gave her another deadline for improvement. This was the employee's final deadline. Happily, after a three-week period, she was completing her tasks in a timely fashion. Not only was the problem solved, but her increased productivity helped the department complete projects ahead of schedule. This answer points to a real success story: The turnaround is significant and very positive. The response also shows the candidate's style. Rather than yelling or shaming the employee, the candidate helped them see the problem on their own. Dealing with difficult employees can be a headache.

It's a challenge many leaders dread, yet you'll inevitably have to deal with a difficult employee at some point.

Problematic employee behavior drains your energy, saps your team's morale, and destroys productivity. That's why leaders must know how to deal with difficult employees swiftly and effectively. Disengaged employees often exhibit difficult behavior as a result of their frustration. Difficult employees are bad news for business owners. They can create a toxic work environment and lead to higher staff turnover, lower performance, and poor customer relations. Below are three examples of what a difficult employee can look like at work.

(Answer to the question No 4)

Examples of teamwork skills:

Teamwork skills are made up of many other soft skills you can work to develop over time. Here are seven examples of qualities that can help you improve your teamwork skills:

1. Communication

The ability to communicate in a clear, efficient way is a critical teamwork skill. When working with others, it is important that you share relevant thoughts, ideas and key information. There are many different types of communication skills including both verbal and nonverbal.

2. Responsibility

Within the dynamic of teamwork, it is important that the parties involved both understand the work they are responsible for and make the effort to complete said tasks on time and up to the expected standard. With the entire team functioning properly by taking responsibility for their own work, they can work together towards a common goal.

Related: Responsibility vs. Accountability: What's the Difference?

3. Honesty

Practicing honesty and transparency at work might mean working through a disagreement, explaining that you were not able to complete a certain task on time or sharing difficult updates. Without transparency, it can be difficult for a team to develop trust and therefore work together efficiently.

Related: Integrity: Definition and Examples

4. Active listening

Much like communication, active listening skills can help a team to understand and trust each other. Active listening is the act of making an effort to focus intently on one person as they share their ideas, thoughts or feelings. You might also ask follow-up questions to dig deeper into what they are communicating.

5. Empathy

Having empathy for your teammates can allow you to better understand their motives and feelings. Taking the time to listen and understand how others think and work can help you to communicate with them in the right ways.

6. Collaboration

Teamwork exists so that a group of individuals with a diverse set of skills and talents can work together towards a common goal. It is crucial to work with other teammates to share ideas, improve each other's work and help one another to form a good team.

Related: Collaboration Skills: Definition and Examples

7. Awareness

In teamwork, it is important that you hone your ability to be aware of the team dynamic at all times. For example, if one person is dominating the conversation or does not allow others to share ideas, it is important that balance is restored so each teammate can contribute evenly. Alternatively, if one person tends to be more shy or hesitant to share ideas, it is important to create space so that all teammates feel comfortable contributing their unique skills and abilities.

(Answer to the question No 5)

In an ideal world, we would be surrounded by likeminded people of whom we click with on a deeper level. The people we work with would be like our best friends, and once the day was over all of you would go out and celebrate the cohesiveness of your work environment. Unfortunately, most people are unfathomably annoying. There is a reason that most people work in cubicles – so that you can do your job and go home, without the constant reminder that our coworkers are sharing your air.

Employers would like to learn how you feel about working with others. The “Do you prefer to work in a team or independently” question is common at many job interviews, especially if there is considerable focus on meetings or collaboration.

Still, the answer is not as straight forward as you would think. You should not answer with “I prefer to work as a team. Teams accomplish more and provide great ideas...” etc. It sounds like that is a good answer, and employers may even accept that answer, but you are not going to wow any employer with that response, and of course your goal is to truly impress them. Instead, your answer should be closer to the following:

“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.”

Even though some companies may claim that they want someone that is a “team player,” the truth is that someone that claims they prefer not to work alone is not going to work out well in the corporate environment. So the answer above incorporates both qualities.