

A collage of African school children in a classroom. The top half shows several boys in white and orange uniforms looking towards the left. The bottom half shows a boy in a grey sweater writing in a notebook, with other students in the background. A dark green banner with white text is overlaid on the middle.

People Management Training for School Leaders

Teamwork and Motivation

Session Overview

- Learning Objectives
- Starter Activity

1. Teamwork

- Definition
- Importance of teamwork in schools
- Making a successful and effective teams
- Building team culture & its importance
- Stages of team development

2. Motivation

- Definition
- Types of motivation
- How to motivate school staff
- Reflections and closure

Learning Objectives

By the end of this session, we will be able to...

1. Understand why teamwork is an important tool in school settings
2. Create positive team culture in our schools
3. Effectively motivate our school staff to be productive teams

Starter activity (5 mins)

**Please reflect on the scenario
in the chat box**

**Keep in mind the topic we are
learning about → teamwork**

Share your response

As you look at this scenario consider the following three questions:

- 1. Is this behaviour concerning?**
- 2. Why might this behaviour be occurring?**
- 3. How could a leader improve this situation?**

1: INTRODUCTION TEAMWORK



Introduction to Teamwork

What is teamwork?

Teamwork is the process of working collaboratively with people to achieve a goal.

Forming of a working team that is active and able to work together to achieve organizational goals.



Why are teams essential to a schools' success?

- Teamwork around schools helps in **solving problems**
- Teamwork teaches essential **communication and social skills**
 - Active listening
 - Effective speaking
- Strong leadership teams enable teachers to work with their peers and focus on **improvement** rather than evaluation.
- Teamwork teaches staff to work collectively towards a **common goal**.

Scenario: Making and sustaining a successful team.

Please read carefully the scenario in the chat box (2 mins)

Follow up questions:

- Based on that scenario, what do you think made most of these teams unsuccessful?
- What do you think Mr. Opolot could have done different to ensure successful teams?

Making and sustaining a successful team

- Define the **purpose**: what we intend to achieve together as a team.
- **Assemble** the team. All team members should trust, respect and support each other.
- **Outline the required tasks** in a schedule, with agreed deadlines, milestones and responsibilities.
- Set **expectations**, define a standard of conduct for the team.
- **Monitor and review**. Review groups performance regularly through meetings, one on one catch ups etc...
- **Celebrate and reward**. Find the most appropriate way to celebrate team milestones

What is team culture?

- Team Culture is the shared passion for achieving a fixed outcome and the beliefs and values which develop within a group of individuals who have come together for a common cause.
- These are ideas, customs, and social behaviour of a team within a company or an organisation.

What are the indicators of a school team with positive team culture?

- Team members cooperate, share experiences and knowledge, support, and care for one another.
- People collaborate and do extraordinary things at work when they are aware that people around them care, support, and respect their point of view.



Building team culture:- strategies



Make time for team meetings



Ensure equal contributions



Assign roles accordingly



Be flexible



Establish effective means of communication



Have proper documentation

Importance of team culture in a school setting

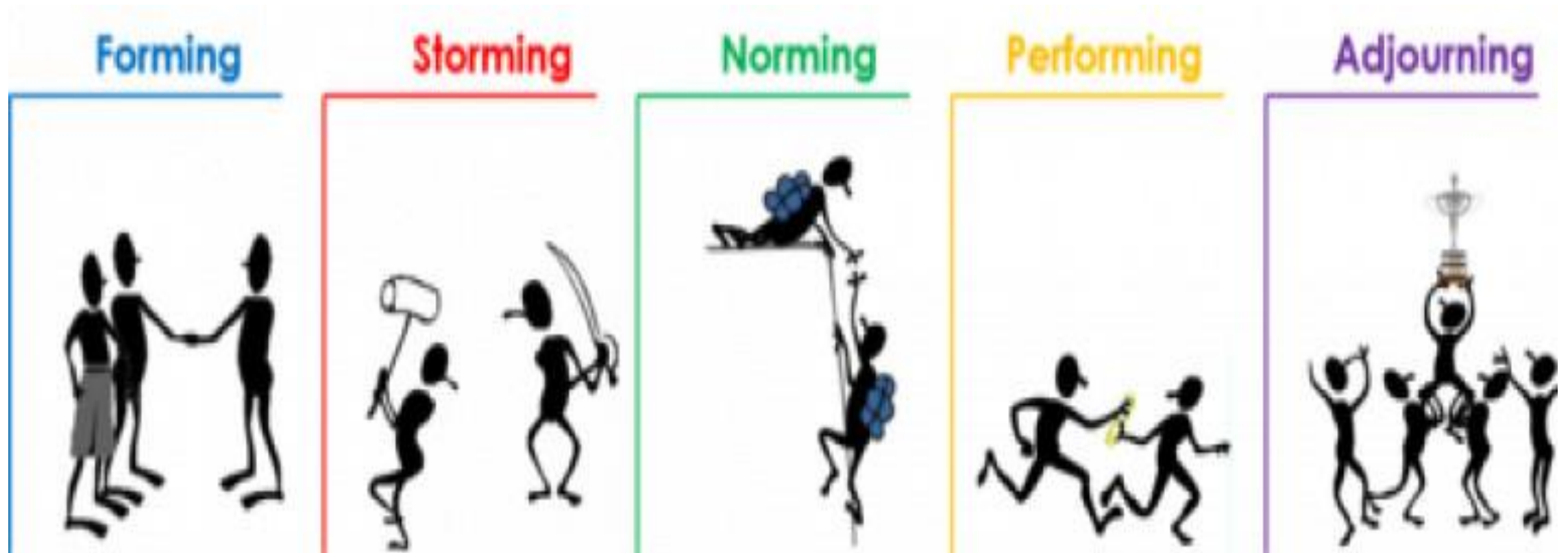
Reflection...

Based on what we have discussed so far in relation to teamwork, please reflect on the importance of team culture in a school setting. **(3 minutes)**

Share your responses!

Kindly use the chat box.

Stages of Team Development



Stages of Team Development

1. The **forming stage** involves a period of orientation and getting acquainted, members are looking for leadership
2. The **storming stage** is a period marked by conflict and competition as individual personalities emerge.
3. In the **norming stage**, consensus develops around who is the leader or leaders are, and individual member's roles.
4. In the **performing stage**, consensus and cooperation have been well-established and the team is mature, organized, and well-functioning.
5. In the **adjourning stage**, most of the team's goals have been accomplished. The emphasis is on wrapping up final tasks and documenting the effort and results.

Recap Activity

Hopefully, you have learned all about teamwork and you feel confident about implementing it into schools

Are there any questions?

Based on what we have discussed so far, can each of you reflect and put in the chat box in a classroom situation you can think of when teamwork is very important?

2: MOTIVATION



Motivation

- **Activity:** Experience sharing
- In a minute, think about a time in which you felt that your team performed at its best
- Follow up: what contributed to that?



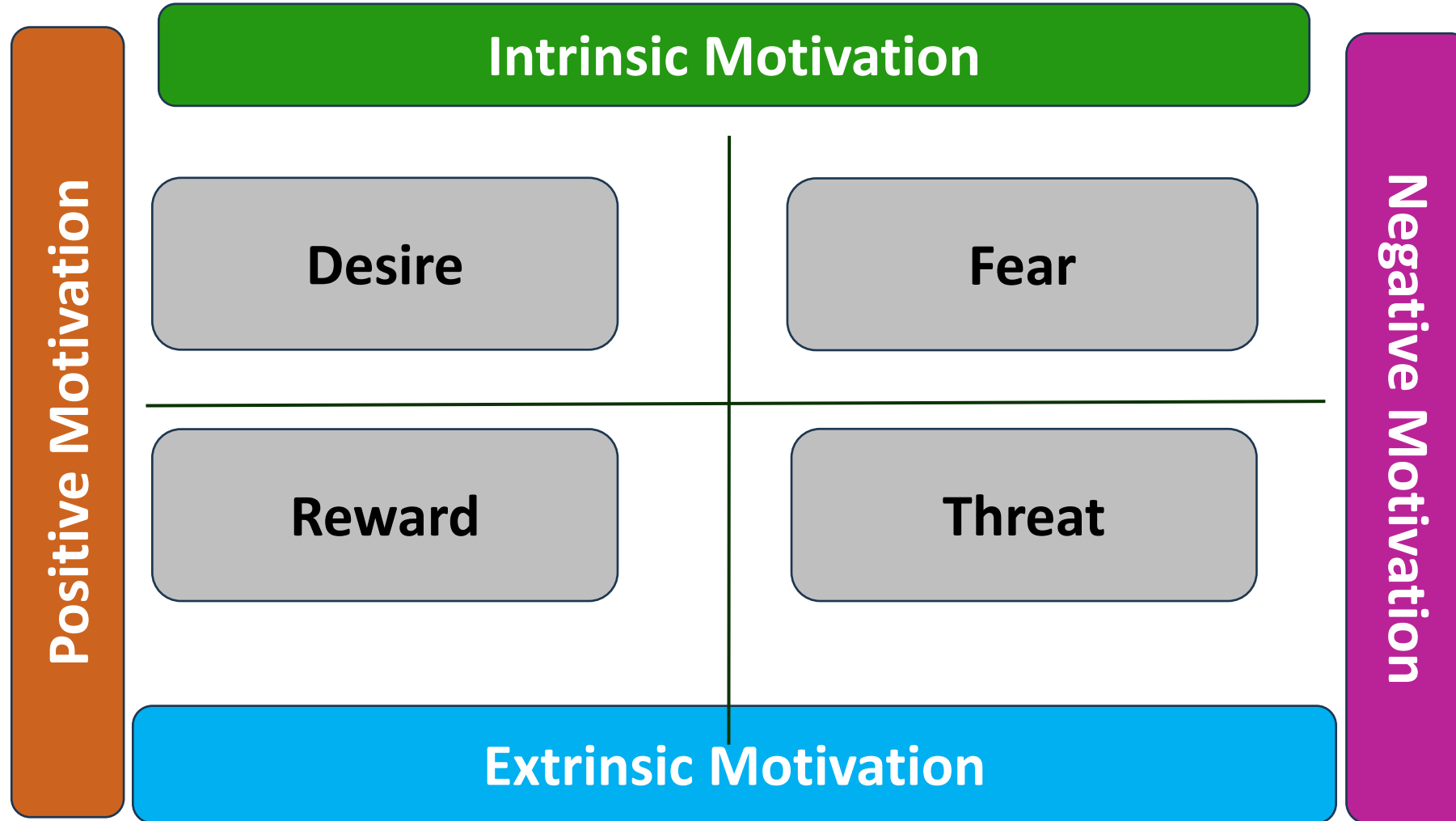
What is motivation?

- Is a **psychological process** through which a **person acts or behaves towards a particular task or activity** from start to completion.
- The process that initiates, guides, and maintains **goal-oriented behaviors**.
- In everyday usage, the term "motivation" is frequently used to describe why a person behave in a particular way at that point in time. It is the **driving force behind human actions**.
- A highly motivated team feels responsible for its own success, achieves its goals and reaps the corresponding rewards.

Importance of motivation

- Defines the work, ambition, and drive for the person to do any work
- Motivated people do quality work, help others, spread their energy and focus on achieving the goals
- Helps staff learn important managerial skills like leadership, team management, time management, decision making, communication etc..

TYPES OF MOTIVATION



Types of motivation

Intrinsic Motivation

This comes from within a person to do a task or achieve a particular goal. It is a feeling of being self-driven and achieving objectives for oneself. Intrinsic motivation is driven by motives like social acceptance, eating food, desires to achieve goals etc....

Extrinsic Motivation

This drives an individual due to external forces or parameters. It is driven by motives like financial bonus, rewards, appreciation, promotion ,punishment , demotion etc...

Experience sharing activity: How do you extrinsically motivate your teachers? Write your answers in the chat-box.

Examples:-

- Training teachers to improve on their classroom practice
- Training in football to win the district competition.
- Allowances for extra lessons.
- Finishing the syllabus and ensuring students get the required skills and knowledge to win the reward of the most performed subject.

What can be the motivation factors for our staff (teaching and none teaching)?



- Salary
- Recognition
- Work ethics
- Transparency with leadership
- Culture
- Learning and development
- Worklife balance
- Career Growth
- Health
- Communication

How can you boost your staff's intrinsic motivation?

- Give your staff some freedom and flexibility as they participate in school programs.
- Develop an atmosphere of teamwork.
- Communicate about the meaning behind and benefits of any school program rather than just about the incentives.
- Reward wisely as you choose external motivators, avoid centering on the rewards.
- Allow employees to see their progress easily. Make their information accessible.
- Focus on the positives and make your program enjoyable.
- Identify your employees' personal intentions, goals, and beliefs. Know their interests.

Reflection questions

Reflect on each of these questions and share your answers (2 or 3) in the chart box.

1. What are those important things for effective teamwork to take place?
2. Which challenges do you anticipate while building up a working team?
3. How will you sustainably motivate your teams for greater results?



Thanks!



Thank you for attending this virtual training session on Teamwork and Motivation



We hope you learned something new and useful that you will implement into your work!



Please ask any further question you have now...

List of resources

- Teacher Incentive Framework (MoES)
- Handout on "How to make effective teams?"