

Evaluation of the Success of my Team

Introduction

This report will evaluate how successful my team was and what we did in order to get there. The project consisted of producing a PowerPoint Presentation about Effective Administration for Sean Donoghue, who is our manager. Sean Donoghue needed to present the PowerPoint during a training session. Our groups were already chosen by the class tutor. This report will also include an evaluation of my performance and a conclusion.

My Performance

Throughout the teamwork assignment, I feel as though I have worked hard and voiced my opinion when needed. I am not an overly strong character so I would not have been an effective team leader; which is why I was given the role as 'plant'. This included the creative side of the task given.

I enjoyed work given and did not have any issue completing it. When I was a little bit confused as to what to do, the team leader stepped in and made everything clearer. The task was spread out evenly – even to the members who were not in. I think this was a fair way of doing it because it meant that every member was equal and the task was shared out.

There were no issues with me contacting team members, I felt comfortable doing so. It was very helpful in having the group email chat as I was able to see what was done and could expand on what my side was about.

Team's Performance

When the first meeting began, we all identified our strengths and the roles that we would be best suited to. This didn't take very long as it was clear who would be best suited to team leader and who automatically took the role as this. We had a specialist in our group which meant that we had a bit of a head start as she had already completed tasks similar to the project before. The rest of my team were very strong and hard working – it was clear that they were interested in this assignment.

Our team meetings were always brief. The team leader briefed us of what each of us needed to complete each session and we did it. My entire group stated that they preferred quick team meetings and just getting on with the task which worked out well.

Communication within my group was extremely good. We spoke to each other after each task was completed individually and emailed completed tasks to each other.