

COLLABORATION & MOTIVATION IN THE WORKPLACE: WORKPLACE STRUCTURE



UNDERSTANDING WORKPLACE STRUCTURE

Organizations typically operate within a hierarchy, which is a structure that defines roles, responsibilities, and levels of authority.

For example, a company might include positions such as president, regional manager, department manager, supervisor, and employee. Understanding this structure helps individuals know who they report to and how decisions are made.

In addition to official hierarchies, informal influence may also develop among coworkers. Some individuals gain respect and influence because of their experience, knowledge, or willingness to help others.

Recognizing these dynamics can help employees navigate workplace relationships more effectively.



HOW TEAMS DEVELOP OVER TIME

Teams do not become highly effective immediately. Instead, they usually progress through several stages as members learn to work together.

Psychologist Bruce Tuckman described five common phases of team development.

- **Forming**
- **Storming**
- **Norming**
- **Performing**
- **Adjourning**



During the **forming stage**, team members meet and begin learning about their roles.

In the **storming stage**, disagreements or frustrations may occur as individuals adjust to working together.

The **norming stage** brings improved communication and stronger cooperation.

During the performing stage, the team works efficiently toward its goals.

Finally, the **adjourning stage** occurs when the project is completed and the team disbands.

Understanding these stages can help team members manage challenges and maintain productivity.





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