

KSAU-HS TEAMWORK GUIDE

Nov 2022



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1. STATEMENT OF PURPOSE

- 1.1 To encourage University citizens to work together in a cooperative environment to achieve common team goals through sharing knowledge and skills.
- 1.2 To achieve the Saudi Vision 2030 to be a thriving economy by creating an environment that attracts the necessary skills and capabilities to work together and share their experiences and thoughts.

2. APPLICABILITY

To all King Saud bin Abdulaziz University for Health Sciences (KSAU-HS) citizens in all its campuses, including King Abdullah International Medical Research Center (KAIMRC).

3. RELATED REFERENCES

- 3.1 Saudi Vision 2030.
- 3.2 APP:1439-02: Code of Ethics and Professional Conduct.
- 3.3 KSAU-HS Ethical Behavior Guide, Nov 2022.
- 3.4 KSAU-HS Transparency Guide, Nov 2022.
- 3.5 KSAU-HS Accountability Culture Guide, Nov 2022.

4. DEFINITIONS

- 4.1 **Citizens:** refers to the University students, faculty members, and employees.
- 4.2 **Teamwork:** refers to the process of working collaboratively with a group of University citizens in order to achieve a goal.
- 4.3 **University:** refers to King Saud bin Abdulaziz University for Health Sciences and all its affiliated facilities in all regions including King Abdullah International Medical Research Center (KAIMRC).

5. GUIDELINES

- 5.1 Working as a team is essential to achieve the University's goals and visions.
- 5.2 When the University leaders such as managers or supervisors, need to build a team, they have to create it in proportion to the desired goal. Taking into account the following:
 - 5.2.1 Clear goals
 - 5.2.2 Project plan
 - 5.2.3 Clear communication
 - 5.2.4 Group process awareness
- 5.3 Teams size shall be reasonable to suit the task requirements and plans.
- 5.4 Teams can be temporary, or permanent.
- 5.5 The team leader and team members have to respect each other's views and opinions.
- 5.6 Team members are responsible for their assigned tasks only. As for the team leader, he/she must supervise the progress of work.
- 5.7 Team members must cooperate with each other in order to accomplish the tasks assigned to them in the best possible way.
- 5.8 Team members should expect to receive and give constructive feedback and criticism to improve their work.
- 5.9 The team leader and team members shall make all reasonable efforts to avoid any conflict that occurs between them, for example:
 - 5.9.1 Stay focused on the subject, not the people involved
 - 5.9.2 Try to understand the other person's point of view
 - 5.9.3 Avoid judgmental and inflammatory language
 - 5.9.4 Identify areas of agreement and disagreement
 - 5.9.5 Listen carefully and check for understanding

6. MAINTAINING TEAMWORK

6.1 The Team Leader

6.1.1 University leaders might use a team when it is needed, for example:

6.1.1.1 The task is complex

6.1.1.2 Creative ideas are needed

6.1.1.3 Implementation involves many people

6.1.1.4 The issue is controversial

6.1.2 Effective leadership is essential for team success including shared decision-making and problem-solving.

6.1.3 If the team members cannot achieve the task goals, or their abilities and experiences are not matching it, the team leader is committed to make all reasonable efforts to develop his current team skills. Otherwise, at the worst scenario such as when the team is affecting the task process, or they are crossing the deadline without any results; the team leader is able to rebuild the team.

6.1.4 The team leader in addition to his leadership duties, is responsible but not limited to:

6.1.4.1 Motivates the team to accomplish their task

6.1.4.2 Assists the team members to find a productive environment for getting the work done (location, resources)

6.1.4.3 Communicates with the team

6.2 The Team Members

6.2.1 Team members are required to have soft skills, including the ability to discuss issues openly with team members, be honest, trustworthy, supportive, show respect and commitment to the team and to its individuals.

6.2.2 Team members are obligated to understand their assigned tasks clearly, and know the tasks of other team members, to avoid any cause of misunderstanding.

- 6.2.3** Team members are encouraged to create an environment in which they can work together and collaborate with each other.
- 6.2.4** Team members are committed to the success of the team and their shared goals for the project.
- 6.2.5** Team members share information, references, viewpoints, and make decisions. They also help each other in executing the tasks assigned to them.

7. RESPONSIBILITY

University and KAIMRC leaders, colleges, deanships, departments, divisions, and units in KSAU-HS are responsible for implementing the provisions of this guide.