

# TMS HR TYPES OF WORK WHEEL



This framework defines a high level overview of the critical Types of Work that HR teams must complete to be consistently high performing.

For over 35 years, Team Management Systems (TMS) has been researching and working with organisations worldwide. Through this research, we identified 9 key success factors that form the basis of outstanding teamwork. These are known as Types of Work.

**TYPES OF WORK**

**Advising:** Gathering and disseminating information.

**Innovating:** Creating and experimenting with new ideas or new ways of doing things.

**Promoting:** Exploring ideas; gather support and buy-in.

**Developing:** Assessing and testing ideas.

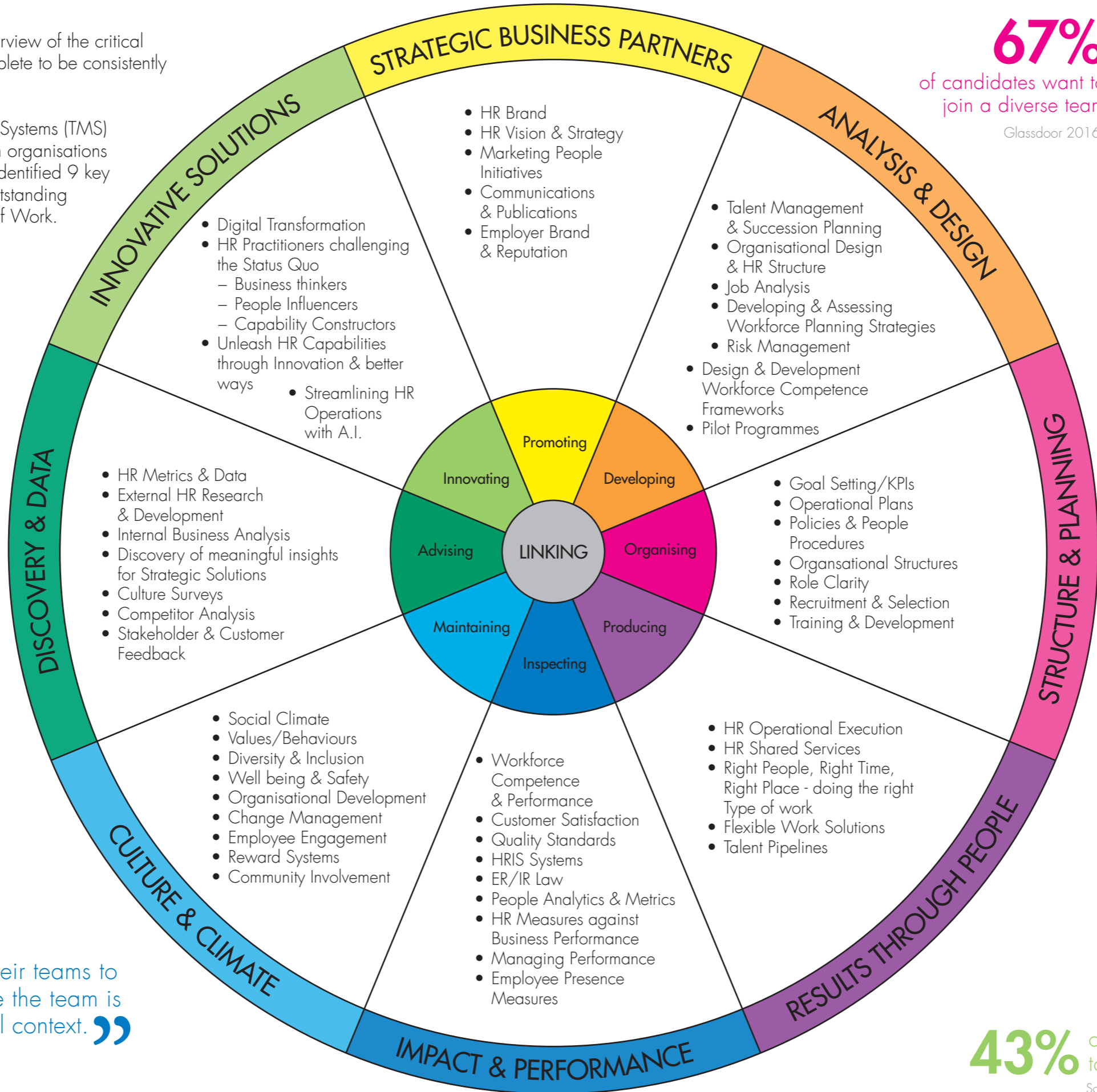
**Organising:** Establishing and implementing ways of making things work.

**Producing:** Consistently delivering outputs.

**Inspecting:** Controlling and auditing procedures.

**Maintaining:** Upholding and safeguarding standards and processes.

**Linking:** Integrating and co-ordinating team efforts.



**67%** of candidates want to join a diverse team  
Glassdoor 2016

**LINKING: Integrating and co-ordinating team efforts!**

Linking is an activity that ensures all team members pull together. Linking makes a difference between a group of individuals and a highly effective and efficient team. For this TMS HR Framework to be effective, the collective HR function needs to LINK through people, tasks and leadership.

**USING THIS FRAMEWORK**

**STEP ONE**  
Using the template over leaf, complete a SWOT analysis on your HR Function or team using the TMS HR Types of Work Wheel.

**STEP TWO**  
Identify your TOP 3 opportunities as a team to focus on.

**STEP THREE**  
Write these opportunities as business objectives and plot them on the HR Types of Work Wheel template.  
e.g. Producing: Develop and implement a flexible work programme for all staff by December 2021.

**STEP FOUR**  
Turn concepts into reality and make it happen!

“If organisations want their teams to be effective, they must ensure the team is aligned with its organisational context.”

TMS Research Manual 5th Edition

**43%** of HR leaders are redesigning jobs to prepare for the Future of Work

Source - Mercer: Aligning Work to Future Value

# TMS HR TYPES OF WORK WHEEL

## SWOT ANALYSIS & ACTION PLANNING



STRENGTHS

WEAKNESSES

OPPORTUNITIES

THREATS

