

Team Leading





What is a Team Anyway?

- A Team is a group of people with complimentary skills who are committed to a common purpose, performance goals and approach for which they hold themselves mutually accountable



Who is a Team Leader

- Contact point for communication between team and management
- Full-fledged team member
- Assists the team by immediately implementing changes that are within the bounds of the team

Questions

- What do you expect from your teammates?



- What should they expect from you?



Being A Team



- Every member should feel that they are contributing
- Every member should feel that others are contributing
- Every member should know his/her responsibilities
- Every member should do all types of tasks
- Every member should be knowing the other members of the team
- Every member should be working towards a common goal in their own creative and distinct way

Leading A Team



- Multiple Styles
 - *Find your own style*
- Lead – don't be the whole team
 - *You can't do everything yourself*
- Lead – don't follow
 - *Don't let the team members drive the team*
- Lead – don't drive
 - *Don't be a dictator*





Team Leader's Role

- Train teams in group problem-solving techniques
- Master coaching skills for use with teams
- Infuse teams with a sense of their own identity
- Help teams choose their own targets and goals
- Monitor and assess peer performance appraisals
- Monitor and assess the peer discipline process
- Help the teams expand their responsibilities
- Foster innovation in teams
- Monitor team competition to prevent overzealous behaviours
- Refocus teams when necessary on team goals



Few Do's For Being An Effective Team Leader



- Share information
- Support/build on ideas or proposals
- Acknowledge members' ideas by summarizing
- Respect and acknowledge emotions, be patient
- Deal with negative behaviours (for example side conversations, personal attacks, rambling) in a firm but friendly manner
- Use team members to deal with awkward individuals
- Break down conflicts, confirm agreements, clarify areas of disagreement, aim for consensus, if not total agreement, in the team

Few Do's For Being An Effective Team Leader (Cont...)



- Identify your teams strengths and weaknesses
- Increase productivity and efficiency
- Improve the way your team members interact
- Improve their ability to solve problems
- Improve morale
- Improve your managerial and leadership skills
- Clearly define objectives and goals
- Improve support and trust levels among employees
- Develop healthy inter-group relations
- Reduce unhealthy conflict
- Reduce stress in your workplace

Few Do's For Being An Effective Team Leader (Cont...)



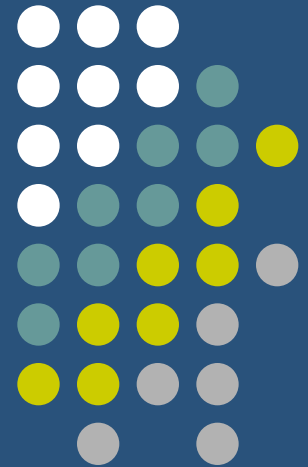
- Tap into the hidden potential of your people
- Find the barriers that thwart creativity
- Achieve goal congruence
- Improve processes, procedures and humanize control systems
- Get your people to work TOGETHER!
- Get to the root problem holding back team development in your organization now.
- Improve organizational productivity.
- Improve job security

Leadership Mistakes To Avoid



- Delay too long in taking needed action
- Works too hard at being liked
- Insensitive to others, abrasive, intimidating, bullying style, cool, aloof and/or arrogant
- Betrayal of trust
- Over managing or under managing
- Ineffective or absent delegation and ineffective team building
- Unable to think strategically
- Unable to adapt to people who have different styles
- Behaving inconsistently

Seven Principles of Leadership



Personal Leadership



1. Take Charge of Yourself. You're responsible for what you think, feel, and do. Decide what your guiding values are and commit to live consistent with them.
2. Rethink your goals and objectives and set new ones. Do they fit your company's vision of who the company is and where it is going? Decide what you want and where you are going. Plan and execute the plan.
3. Become aware of the new company goals and align your priorities to support the changes. Make sure your priorities also support you and your personal goals and values.

Team Leadership



4. Work to make the changes effective for the company and your team. Swim down stream. Ask for help. No one succeeds alone.
5. Be clear about why the changes are occurring and what the challenges are of others. Listen, be empathetic. Understand the needs of others before concluding.
6. Team with others to leverage their talents, perspectives, skills, experiences, and supportive energies. Work to be creative in solving challenges, especially in relationship building.
7. Keep yourself engaged in learning. Focus on how to better lead and be a team. Think about your customer, their business and personal needs, and how you can help them solve those needs.

Six Key Elements of Leadership



- Trust
- Coherence
- Competence
- Collaboration
- Competition
- Contribution

Trust



- As a Team Leader, you've got to establish confidence. Every member of your team must trust you. It is your responsibility to build that confidence towards you and towards every members of your team & towards the management



Coherence

- You've got to walk your talk. What you say is what you do. Coherence between your teaching and your own actions will have a significant effect on your team : it will have a direct influence upon the trust of your team members towards you. The less your team trust you, the less your message will be heard.



Competence

- No leader can survive incompetence. Knowing how to resource yourself and knowing how to surround yourself are 2 qualities that every leaders possess. What the leader don't know, he learns it or he makes someone who knows about it to execute the task

Collaboration



- The more successful people there will be in your team, the more success YOU will have but... BE CAREFUL.... As your member gets bigger and bigger, make sure they treat their downline with respect. Never let your people be by themselves. Always bring them to their best. Be sure you duplicate that statement otherwise your downline will stop growing at some point making you lose maybe thousands of dollars. Make sure the heavy-hitters of your team know about this

Competition



- Drive your team towards excellence. Let your team know the success of everyone. As soon as someone reach his own next level. Announce it to your team. This will favour the development of your group



Contribution

- This is the guard angel of the team spirit. If all the members of your team contribute to bring the best out of themselves you will lead a group that has very good potential to hit hard....as a team. Every members must contribute in some ways. If they don't work their business, they will not make money and you won't make money. Help them build their business

10 Easy Steps For Developing Your Leadership Skills



- Humility
- Strength, Weakness, Opportunities & Threats
- Follow your bliss (happiness)
- Dream Big
- Develop A Vision
- Practice Perseverance
- Honor Your Word
- Get a Mentor
- Be Yourself
- Give

Ask These Questions to Yourself



- How focused am I?
- How much of my time do I spend communicating and inspiring people about our mission, vision and strategic goals?
- Am I viewed as authentic?
- Do people see and hear the real me?
- Do I wear a mask at work, and remove it when I leave each evening?
- How courageous am I when my values, vision and goals are challenged?
- Do I stand firm and only change my position when I know that I am wrong?
- How empathetic am I?
- Do I create enough opportunities for open and candid dialogue?

Be A Successful Leader

Good Luck!

