





# **Module I – Team Work Management**

Topic 3: Managerial Leadership

Session 4: Team Leadership



# Outline

- I- Characteristics of High-Performing Teams
- II- The Three Elements
- III- Team Problems & Solutions
- IV- Things Great Team Leaders Do





# I- 10 Characteristics of High-Performing Teams

- 1. Purpose
- 2. Roles
- 3. Priorities
- 4. Standards
- 5. Decision-making







## (10 Characteristics of High-Performing Teams)

- 6. Clear communication and feedback
- 7. Effectiveness
- 8. Personalities
- 9. Conflict resolution
- 10. Success





## II- The Three Elements

- Sense of loyalty
- Commitment to the organization
- Spirit of genuine camaraderie





## III- Team Problems & Solutions

- 1. Poor Communication
- 2. Zero Trust
- 3. Underlying Tension
- 4. Minimum Interaction or Engagement
- 5. No Long-Term Planning





## (Team Problems & Solutions)

- 6. No Team Recognition
- 7. Unexpected Changes Management
- 8. Conflicting Goals
- 9. Low Transparency
- 10. Adopting Incorrect Team Management Model







# 1. Poor Communication

- *Solution:* Introduce new communication channels and encourage your employees to participate.





## 2. Zero Trust

- *Solution:* Explain your thought process. To minimize misunderstanding, communicate your intentions and reasons for doing something.





### 3. Underlying Tension

- *Solution:* Talk to tense workers privately when you notice signs of conflicts to understand the reason for their conflict and their different backgrounds and viewpoints.





## 4. Minimum Interaction or Engagement

- *Solution:* Provide feedback. Hold regular one-on-one meetings with team members to discuss their progress and achievements.



## 5. No Long-Term Planning

- *Solution:* Build a project schedule and share it with your team. Project schedules contain detailed structure, start and due dates, tasks and people in charge.







## 6. No Team Recognition

- *Solution:* Introduce a task management approach where your employees can see their progress and change the status of the finished tasks.



## 7. Unexpected Changes Management

- *Solution:* Articulate changes and set new goals.





## 8. Conflicting Goals

- *Solution:* Compare the conflicting approaches and pick one that is best in the given circumstances.





## 9. Low Transparency

- *Solution:* Share your product and project development plans with your team and encourage discussions.



## 10. Adopting Incorrect Team Management Model

- *Solution:* Brush up project management approaches.







## IV- Things Great Team Leaders Do

- What is a Team Leader?
  - *Responsible for guiding the team*
  - *In charge of creating a collaborative work environment*
  - *Delegates work, oversees progress towards goals, and coaches*





# (Things Great Team Leaders Do)

- Team Leader Job Description:
  - *Team Leader can have all sorts of roles*





# A- Team Leader Main Responsibilities

- Organizing work
- Communicating goals
- Connecting work to context
- Delegating tasks
- Leading by example





# (Team Leader Main Responsibilities)

- Allocating and managing resources
- Problem solving
- Managing project progress
- Reporting progress to stakeholders
- Coaching to improve team member skill sets





## (Team Leader Main Responsibilities)

- Motivating team members to accomplish their goals
- Nurturing team member strengths and identifying areas for improvement
- Representing and advocating for team needs







## B- Team Leader vs. Project Manager

- A Team Leader's goal is to inspire, motivate and encourage members
- A Project Manager is often more focused on deliverables





# C- 10 Top Team Leader Skills

- 1. Goal Management
- 2. Moving Work Forward
- 3. Communication
- 4. Organization
- 5. Delegating





## (10 Top Team Leader Skills)

- 6. Problem-Solving
- 7. Time Management
- 8. Workload Management
- 9. Team Building
- 10. Mentoring and Coaching



Thank you