



10 TIPS FOR
MANAGING
TEAMS
EFFECTIVELY

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10 Tips From the Top for Managing a Team Effectively

Below are the top 10 most actionable leadership tips to help you motivate, connect with, and inspire your team.

1. ***Maintain good communication***

Employees want to be kept in the loop about company-wide projects, goals, and milestones (even if they don't directly impact your team), so it's essential that you communicate transparently and openly about goings-on within the organization. It's also essential that you encourage feedback and make yourself accessible to receive it.

2. ***Default to trust***

When you give your unwavering trust to your team, they will do a great job. Inexperienced managers tend to meddle in the minutiae of what their teams are doing instead of giving them the tools and support they need to do a great job. It may be hard to let go of control and worry about what might go wrong, but teams will go the extra mile to do a great job and keep your trust.

3. ***Know the difference between skill and will***

There are two main reasons for underperformance: a skill gap or a will gap. A skill gap is easy to close through coaching, training, and support. A will gap is more difficult to close. You need to take time to dig into your employee's motivation. Do they understand how their work fits into the big picture? Is there something blocking them? It's your job as a leader to find out.

4. ***Be specific***

The quality of your input directly impacts the quality of the output. If you ask a team member to review a process and share their thoughts, it will be hard to know whether they have offered their best ideas. A better framework is to ask for input, then lead with: "Specifically, I would like you to look at XYZ." These extra 10 minutes of work will help you drill down into what you really want from your employee and increase the quality of their deliverable tenfold.

5. ***Explain the "Why"***

Sure, you need to explain what needs to be done and provide guidance on how to do it. But the most important goal is to gain buy-in from your team. You achieve it by outlining why something is important. A project that can easily drag on for weeks can be finished in hours by a motivated staff member.

6. ***Don't approach your team as 'one-size-fits-all'***

Your team is composed of individuals with unique preferences, strengths, weaknesses and ideas. Never use the exact same approach to motivate, encourage or mold all of them. Focus on individuals, and customize your approach to fit each one.

7. *Check-in frequently and acknowledge good work publicly*

Don't wait until a quarterly or annual review to give feedback on team performance. Regular check-ins and performance updates will help your team to stay motivated and on course. In addition, don't wait to offer feedback only when you've got something to criticize. Positive feedback (when it's specific and timely) is crucial to building your team's confidence and motivation. Offer positive feedback in front of the team; it will make the intended recipient feel good and show the rest of the group that hard work is rewarded.

8. *Manage conflict proactively*

When there is conflict in the workplace, it should not be ignored. Turning a blind eye could lead to a negative atmosphere, which could have implications for staff productivity and communication among the team may suffer. When an issue arises, it's crucial that it is addressed straight away before it builds.

9. *Focus your team on a unified goal*

On top of their own individual targets, ensure there is at least one goal for your team to work on together. This type of unity will enhance communication and collaboration within your group, and remind them that they are part of a team.

10. *The 'little things' matter*

Observing holidays, religious events, and special milestones like birthdays is an effective but overlooked way to build a great relationship with your team members. If you have international employees, learn a few phrases in their native tongues like "Good morning" and "How are you?" Your team will love you for it.