

Great Team Leader Checklist



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Rule	How To Achieve It?
Avoid Politics In Your Team	Set Ground Rules <ul style="list-style-type: none"> • We as a team do not play politics and it will always be frowned upon • Backstabbing or talking behind each other's backs will be taken seriously and is not tolerated. • Helping other team members to achieve and be successful will be recognized and rewarded throughout the year and during year-end performance reviews.
Promote A Success Mentality	Hold a team building workshop onsite or offsite. The focus needs to be on activities that require people to work closely together and collaborate to achieve the goal.
Support And Protect Your Team	Send the message in your team meeting and in your personal one on one meetings that "If you need help with a problem, face resistance from others or need a barrier broken down come to me".
Be Polite & Respectful	Do to others as you would want done to you
Show Patience & Understanding	<ul style="list-style-type: none"> • Take a breath before you lose control and consider is it really worth it? • Take a moment to understand, is the person antagonistically testing your patience or are they genuinely having difficulty with the topic. In either case not lose your cool there are just different ways to handle the situation. • If someone is testing your patience with their antagonistic actions, you need to be firm and shut the conversation down in public and resume it privately • If someone is struggling with the situation or task, take the time to help and coach them through. The time is well spent.
Show Appreciation	<ul style="list-style-type: none"> • Say Thank You In Public and in One on One meetings. • Treat the team to lunch or dinner
Be Positive & Optimistic	<p>Smile: Whether you are having a good day or bad, smile when you interact with people. Smile in general and say "hi" to people in the hallways with a smile.</p> <p>Speak With Energy & Intonation: Avoid speaking with a flat voice, when you begin to put energy into your voice, you can play with tonality, you begin to accentuate words and you project confidence.</p>

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Demonstrate Moral Integrity	<p>Start by listing down:</p> <ul style="list-style-type: none"> • The 10 most important things you believe in • The 10 characteristics you want to demonstrate every day. • Print them out and put them on your wall at home and live your life by them.
Be A Conflict Resolver	<p>This can be achieved by sitting the people down and helping them understand each other's point of view and helping them move to a state of agreement or at least the agreement to accept each other's differences amicably.</p>
Don't Just Be A Talker Be A Doer	<ul style="list-style-type: none"> • Make a list of the most important 10 things to achieve to benefit the team, my leadership, and the company. • Focus on those actions only. • If you can achieve the big things that really matter, then most of the other stuff just falls by the wayside. <p>Achieve the big things and you are a DOER, not just a talker.</p>
Help Underachievers	<p>If you want to lift yourself up, lift up someone else</p> <ul style="list-style-type: none"> • Give them more of your time • Give them more of other people's time • Get them to create a self-development plan • Get them specialist training • Find them more suitable work
Communicate Clearly	<ul style="list-style-type: none"> • Speak Clearly • Take Your Time On Important Points
Use Visuals For Important Points	<p>PowerPoints Whiteboards</p>
Build Trust With What You Say & Do	<ul style="list-style-type: none"> • Never sound impatient • Never, Never, NEVER RAISE YOUR VOICE • Never lie • Praise Success • Be Open
Be Goal Oriented Not Task Oriented	<p>Specific Goals Measurable Achievable Realistic Time-Based</p>
Have Regular One On One Meetings	<p>Regularly Every 2 weeks</p>

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Run A Great Team Meeting	Weekly Meeting (Preferably Monday) 3 Topics Round Table Discussion Managers Update
Engage Your Team Members	Harness group think Encourage participation in meetings Set collaboration expectations
Show Your Funny Side	Do not be afraid to self-deprecate. For non-native English speakers, that means, feel free make fun of yourself. If you are the first to see the humor in your own failings then no-one else has a chance.
Always Be Available	<ul style="list-style-type: none">• Sit with your team• Go for coffee• Go for lunch• Go for walking meetings
Never Show Favorites	Mindfully spread your time across the team Offer assignments out to the team
Choose Your Next Leader Or Leaders	Share or rotate the deputy role across the team
You Take The Blame For Failure & Share The Glory Of Success	Take the blame for failure Share the success