

How To Lead Your Team To Success

By Marion Chamberlain



Today, most of us have been involved in a team project, either as the leader or a contributor. The team concept, if structured properly, can be a very successful option for any company or organization. You're able to pool a great variety of resources with various backgrounds and strengths to achieve a desired outcome. However, there also needs to be a proper foundation set in order for a team to function effectively and efficiently. So, in this month's article I want to share my own key learnings and observations on how you can use the team concept to bring about success.

Okay, you've been "appointed" as the team/project leader, now what do you need to do to lead your team to success. Here are important steps to take to move along the path to achievement and success:

1. Develop a team vision and clearly define roles

Start with a project kick-off meeting to accomplish this task and engage the support/sponsorship of an Executive Team member. Ensure that the team vision and roles are agreed upon and committed to in writing.

2. Establish project accountabilities and measurements

Develop a weekly or biweekly meeting schedule - This will allow for the team members to share their status, look for feedback and bring problems to the forefront. Have an agenda with team member input distributed prior to the meeting and distribute meeting notes with action items as a follow to the meeting.

Implement a project tracker - Create a master project schedule with timelines. Make sure that the team member understands how any delays or changes impact the entire project.

3. Let the team participants determine their own desired outcome

Hold each participant accountable for his/her own actions, progress and results - Again, have the team member commit to these items in writing.

4. Define each team player's desired rewards and the reward sought by the organization

Ask that a member of the Executive team communicate the reward sought by the organization during the initial kick-off meeting. - This communiqué should also address the "What's in it for me?" question for the team members.

Then ask the team member to outline the personal and professional rewards he/she is seeking.

5. Communicate progress

Ask that each member give a two-minute status report at each team meeting. Enforce the rule that when introducing a problem, the team member must also offer a solution.

Apprise the team participants of changes or updates in between meeting dates.

6. Enroll stakeholders in the process

Each team member must be responsible for gaining buy-in from stakeholders in his/her department.

Ensure that stakeholders are aware of how this project impacts his/her role within the organization and why the company is seeking the success of the project.

7. Have team sign-off on successful completion of project

The project isn't complete until all team participants agree on a successful project completion!

Have each team member share his/her key learnings, what worked well and recommendations for improvement.

As the team leader acknowledge the strengths and accomplishments noted by each individual team member.