

TEAM LEADERSHIP CHECKLIST

BEHAVIORS THAT EMULATE SUCCESSFUL LEADERS	IDENTIFY YOUR OWN INSTANCES OF THESE BEHAVIORS
<p>Define success criteria</p> <ol style="list-style-type: none">1. Define and communicate your team's objective in a way that is easily understood by everyone.2. Allow everyone in the team the opportunity to contribute in this process, regardless of their skill or expertise.3. Ensure any success criteria are set at realistic levels, in this way the whole team will be able to 'buy into' them. <p>Remember, success can only be achieved if the team knows what it looks like.</p>	
<p>Lead by example</p> <ol style="list-style-type: none">1. You must exhibit the same professional behaviours to everyone you interact with, whether they are in or outside of your team.2. Demonstrate the behaviours you expect from your team in all your own interactions.3. Ensure that you allocate time to communicate and monitor your team informally <p>Contact time with your team will enable to more easily pick up on underlying issues and resolve them before they become serious.</p>	

QUALITIES OF SUCCESSFUL TEAM LEADERS

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<p>Value all contributions</p> <ol style="list-style-type: none">1. Show that you value each member's views of a situation regardless of their role.2. Ensure all views are heard and acknowledged by actively listening during meetings or discussions.3. By your example ensure viewpoints are well presented. <p>Avoid your team fragmenting by making certain everyone feels involved and valued</p>	
<p>Reward success</p> <ol style="list-style-type: none">1. Recognize an individual's or sub-teams contribution to the project or objective, both to the individual, the team and senior management.2. Reward this achievement success as best you can within your ability to make such decisions of this nature and your organization's culture. <p>It is key that any recognition you give is in proportion to the achievement attained.</p>	