

Excelling as a Highly Effective Team Leader is a comprehensive guide to building and successfully managing a team. This booklet is ideal for a newly-appointed leader or project manager, HR personnel, upper-level management and anyone interested in understanding the principles of fostering team-work and cohesiveness in the workplace.

Team work is a crucial part of successful business, but with an increasingly international and dynamic workforce, striking the right balance when it comes to decision-making, communication and structure can be difficult. If you are looking to lead your team to success, not just manage a group of individuals, the strategies for creating collaboration in the workplace outlined in this book are for you.

This guidebook offers practical insight into:

- How develop a team through leadership,
- How to nurture morale and performance,
- Strategies for delegating and power reassignment,
- Ways to increase productivity and communication and more,

Managing individuals as well as an overall team dynamic can present constant challenges, but it is simultaneously of paramount importance to the success of any organisation. The strategies and advice contained in this booklet can help any manager of any level to productively overcome these challenges, and lead a team towards triumph.

Benson & Company conducts “in-house and public courses” and employee development programmes for public and private organisations throughout the United Kingdom, as well as internationally. Our programmes assist individuals with formulating professional working strategies that channel their talent into tangible organisational outcomes. For a free taster session call: 0800 088 7569, or visit; benсонcompany.co.uk.

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ESSENTIAL MANAGEMENT GUIDES

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12 PROVEN STRATEGIES FOR CREATING COLLABORATION IN THE WORKPLACE



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Excelling as a Highly Effective Team Leader – 12 Proven Strategies for Creating Collaboration in the Workplace

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INTRODUCTION

WHAT MAKES A GOOD TEAM WORK?

“Excelling as a Highly Effective Team Leader” is a booklet designed to answer this question, providing you with practical solutions to help you organise, engage and motivate your team. At Benson & Company, we know that like most things in business, achieving the seemingly simple target of getting your workforce to work well as a team is easier said than done. We have outlined a number of strategies for success, along with advice to circumvent common issues, completed with practical examples of how you as a leader can inspire your team members to achieve optimal success.

Whether it’s a senior level management team or a group of newly acquired trainees, every group will require different methods of motivation. With this booklet, you’ll learn how to assign responsibilities and promote in-team decision-making, how to foster self-management rather than reliance, how to harness natural talent and leadership from within your team and much, much more. We work globally with companies of all different shapes and sizes, and in our experience, we have

found that many issues affecting efficient team building present themselves across all industries and sectors. As respected and experienced management consultants, the team at Benson & Company has compiled resources and information that can benefit HR personnel and managers alike.

In an ever-diverse modern workplace, getting the most out of your team is perhaps more important now than ever. By utilising these strategies, you can make sure you are taking all the necessary steps towards tangible, collaborative success.

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STRATEGY 6

WHY YOU MUST BE DEMANDING ... AND HOW TO DO IT THE RIGHT WAY.

One trait of being a truly exceptional leader lies with being able to command excellence from a team without having to micromanage and constantly direct individuals.

That said, while it is good to demand a strong performance from your team, allowing them too much autonomy has the potential to undermine you as a leader, resulting in slack performance and missed targets. It is important to be demanding to continually assert your role as a leader, but there are ways in which to do it – and ways not to do it.

SAY WHAT YOU MEAN, MEAN WHAT YOU SAY

You've no doubt heard the phrase, "it's not what you say, it's how you say it."

When leading a team, what you say is of course important, and the way you say it can make the difference between commanding a team to do things, and leading a team towards a common goal. You may demand a job be done or goal be reached, but you don't have to do so using demanding language. Your team

is far more likely to respond to positive, inclusive instructions rather than blunt direction. To lead your team, rather than simply manage it, you must remember to position yourself not above the team, but out in front.

Consider this:

Demand - "I need you to get this project done by Friday"

Vs

Lead - "Our final project of the quarter is upon us, and we have a Friday deadline, so it's imperative we are all focused and work on this as a team this week"

Note the difference between the two. The first line of dialogue demands a task be done; it does not stress why, who it needs to be done by, or stress any urgency. The second line reveals why (the imposing deadline), who needs to do it ("us" and "we"), and why it's important (the project has significance).

Another example:

Demand - "I want you to provide me with five more leads a week"

Vs

Lead - "Let's work together to increase your number of leads by five a week"

The first three words of the latter line make all the difference; you are still issuing a command for improved performance, but indicating that you will provide leadership and guidance to help the employee achieve it.

“Unity is strength...when there is teamwork and collaboration, wonderful things can be achieved.”

MATTIE STEPANEK

End of Sample

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