

## Characteristics of a Successful Team Leader

Leading a team is more challenging than leading individuals. As a team leader, you must attend to each worker in his or her separate role and also find ways to guide the team as a whole. Below are some tips to help you succeed.

- **Give yourself a promotion** – Many people are assigned the role of team leader before they really “feel like” a leader. Be sure to give yourself permission to begin thinking and acting like a leader. Doing so will encourage you to stay focused on the big picture and will communicate a reassuring sense of confidence to the team.
- **Spell out a clear set of goals for the team** – Set your sights on a vision for the team and help team members to see it as clearly as you do. Relate the goals to what the team members do so they can see how they contribute to team success.
- **Reinforce that team success is more important than individual success** – Ensure that you define success in terms of achieving team goals and reward cooperative behaviors that contribute to team success.
- **Provide encouragement to each individual** – Get to know the team members in your supervision meetings. Ask questions and listen for clues about ways each person can use their strengths to achieve team goals.
- **Appreciate the efforts of all the team members** – Most leaders praise those who are on the front lines and that is good. Be sure, however, to remember those in support roles so all team members are acknowledged for their good efforts.
- **Establish an environment of continuous improvement** – People like to be part of a quality team and to feel proud of what they do. Set benchmarks to help keep the focus on quality.
- **Provide opportunities for people to grow** – Provide training, mentoring and coaching to foster both personal and professional growth. Growing individuals grows the team. Retention is improved when workers feel they are advancing their skills and learning new things.
- **Celebrate successes** – Take time to reflect on what went well and the meaning of achieving the goals you set when the team succeeds. Create a fun celebration which can become a reward in and of itself - everyone loves to have a little fun!

You can see that the characteristics of a successful team leader are learned. Mastering them leads to positive outcomes and allows everyone to succeed. To talk further with us about ways to become an effective leader call us toll free at **800-968-8143** or **803-376-2668** in Greater Columbia.

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