Moving from Team Member to Team Leader

Presented by:

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Qualities of a Great Leader

• Confidence in your abilities
• Open communication
• Team building skills
• Equipped with resources (people & tools)
• Trust and respect
• Get the best from others
What motivates you to perform at your best?
What fuels your motivation?
How to share your ideas and get buy-in from team members.
Getting Buy-In

1. Present your message with confidence and clarity.
2. Show openness to others perspective.
3. Describe benefits and solutions.
4. Prepare for options and alternatives.
5. Monitor your emotions.
Share Ideas in a Meeting
1. Prepare an agenda and review before the start of a meeting.
2. Use open-ended questions to promote discussion.
3. Compliment great comments.
4. Encourage participation.
5. Manage time.
6. End with action items.
Productivity for Leaders: Collaborate with your team
Negotiation and Time

• Identify what is really urgent and important.
  – Urgent = time; Important = value of task
• Be honest about what you can and cannot do.
• Negotiate other options.
• Know your team and resources.
• Identify where you can be flexible.
  – Plan your day with 25% time contingencies.
Questions? Comments? Concerns?
Thank you for your participation!