

Team Building Tips for Managers

Communicate goals clearly

Employees look to their manager for company goals. When those goals are not clear employees try to define goals themselves. By clearly laying out goals, everyone begins in the same place and understands where the business is going.

Define responsibilities

Provide each employee with a job description which clearly indicates their responsibilities, both individually and as it relates to team projects. This stops confusion over who is accountable for what.

Provide equal training

Make sure that each member of your staff is trained and equipped to complete the tasks at hand; problems arise when staff don't receive the necessary training

Encourage relationships

Most offices are busy places with many demanding deadlines. But allowing employees an occasional extended lunch to go out together can build understanding that will transfer back into the office and improve working relationships.

Empower

Give decision-making power to the people working on the project. Give them the authority necessary to get their jobs done. Good employees will value that trust and seek to make the best decisions.

Provide feedback

Don't make a team second-guess your opinion of their work. Be clear not only in your initial expectations and assignments, but also in your opinion of the work.

Reward

Provide rewards to the team as a group. Whether it is an award, a lunch, or some other treat, providing the whole team with an encouraging reward for hard work will build team spirit.

Set reasonable deadlines

Reasonable deadlines are often subjective, and timelines vary based on need. Build a spirit of teamwork by dividing assignments equally, and reworking less important deadlines to allow for a little more time.

