

# **Team Leader Responsibilities**

## **Define mission**

1. Ensures the team has a clear direction
2. Emphasizes how important it is to have a collective sense of mission
3. Develops and articulates a clear team mission
4. Ensures that the team has a clear understanding of its purpose
5. Helps provide a clear vision of where the team is going

## **Structure and plan**

1. Defines and structures own work and the work of the team
2. Identifies when key aspects of the work need to be completed
3. Works with the team to develop the best possible approach to its work
4. Develops or helps develop standard operating procedures and standardized processes
5. Clarifies task performance strategies
6. Makes sure team members have clear roles

## **Train and develop team**

1. Makes sure the team has the necessary problem solving and interpersonal skills
2. Helps new team members learn how to do the work
3. Provides team members with task-related instructions
4. Helps new team members to further develop their skills
5. Helps the team learn from past events or experiences

## **Provide feedback**

1. Rewards the performance of team members according to performance standards
2. Reviews relevant performance results with the team
3. Communicates business issues, operating results, and team performance results
4. Provides positive feedback when the team performs well
5. Provides corrective feedback

## **Monitor team**

1. Monitors changes in the team's external environmental
2. Monitors team and team member performance
3. Keeps informed about what other teams are doing
4. Requests task-relevant information from team members
5. Notices flaws in task procedures or team outputs

### **Manage team boundaries**

1. Buffers the team from the influence of external forces or events
2. Helps different teams, communicate with one another
3. Acts as a representative of the team with other parts of the organization (e.g., other teams, management)
4. Advocates on behalf of the team to others in the organization
5. Helps to resolve difficulties between different teams

### **Solve problems**

1. Implements or helps the team implement solutions to problems
2. Seeks multiple different perspectives when solving problems
3. Creates solutions to work-related problems
4. Participates in problem solving with the team
5. Helps the team develop solutions to task and relationship-related problems

### **Provide resources**

1. Obtains and allocates resources (materials, equipment, people, and services) for the team
2. Seeks information and resources to facilitate the team's initiatives
3. Sees to it that the team gets what is needed from other teams
4. Makes sure that the equipment and supplies the team needs are available
5. Helps the team find and obtain "expert" resources

### **Encourage team self-management**

1. Encourages the team to be responsible for determining the methods, procedures, and schedules with which the work gets done
2. Urges the team to make its own decisions regarding who does what tasks within the team
3. Encourages the team to make most of its own work-related decisions
4. Encourages the team to solve its own problems
5. Encourages the team to be responsible for its own affairs
6. Encourages the team to assess its performance

### **Resources**

- <http://www.managementstudyguide.com>
- Journal of Management OnlineFirst, published on September 23, 2009 as doi:10.1177/014920630934737



## Effective Team Concepts

A team is a group of individuals, all working together for a common purpose. The team should have common goals, common objectives. A team must have individuals with a desire to achieve. The team members should learn how to complement each other's roles and styles. Loose talk, sidebar conversations, blame games and dirty politics should find no place in the team and the team leader must deal with these types of issues immediately. Clearly identified and enforced "ground rules" and "expectations" are helpful in promoting an atmosphere of trust and understanding. All team members should help each other and work in unison. Personal interests and agendas must take a back seat and all of them must deliver their level best to achieve the team objective. Be Prepared and Be Respectful.

## Role of the Team Leader

Every team should have a team leader who can hold the team together and extract the best out of the team members. The team leader should be such that every individual draws inspiration from and seek advice and guidance whenever required. The team leader should be a role model for team members. A team leader is the one who sets a goal and objective for the team. The team leader make his team members well aware of their roles and responsibilities. The team leader must understand his team members well. The duties and responsibilities must be assigned as per each members interest, skill, and other identified ability for them to accept the challenge willingly. Never assume or impose things on the team member.