



HOW TO MANAGE EFFECTIVELY: THE KEY TO SUCCESSFUL TEAMS

DIAL 844- WEB ADIGO
(844-932-2344) *NO ID NEEDED*

START TIME: 5 MINUTES AFTER THE HOUR
WE'LL GO FOR 20 MINUTES UNTIL 25 PAST



A Conferencing Tips
Webinar with Brad Volin,
President of Adigo



AGENDA

- Intro's
- Succeeding as a New Manager
- Creating Trust
- Best Techniques for Managing a Successful Team
- What NOT To Do
- Questions

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INTRODUCTIONS

- President, Adigo
- Experience at Public and Private companies
- **Favorite management tip:**

Difficult Conversations

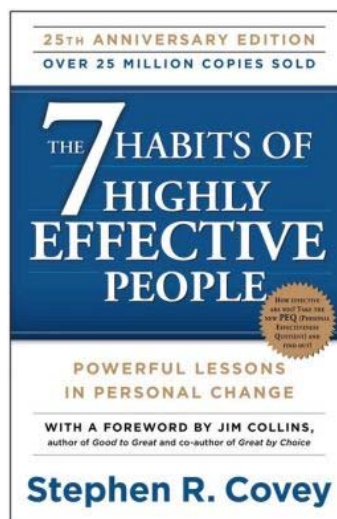
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SUCCEEDING AS A NEW MANAGER

Transition from your old role to the role of manager

- Migrate away from the concept of individual contribution
 - Now your success depends on how well your team performs.
- **Find a mentor**
- Join a networking group
- Look for resources
 - Training courses
 - Books



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SUCCEEDING AS A NEW MANAGER

Identify Your Goals

- Write down your measured goals
- Create regular targets for your team to meet
 - Daily, Weekly, or Monthly
- Document team performance
 - Reward and recognize good performance



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SUCCEEDING AS A NEW MANAGER

Get to Know Your Team

- Find out individual strengths & weaknesses
- Use this knowledge to balance productivity
- Meet with your team
 - Give feedback
 - Ask for ideas
 - Listen
- Match tasks with staff
 - Play into peoples strengths
 - Put people together that have complimentary skill sets



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SUCCEEDING AS A NEW MANAGER

Be Visible

- Do not isolate yourself from your team
- Be available for meetings and to answer questions
- Create regular check-ins for in-house staff and remote staff. (1 On 1's)

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SUCCEEDING AS A NEW MANAGER

Learn to Coach When Correcting Behavior

- Identify the employee(s) and task in question
 - Prepare
 - Identify the positive
 - Present the facts
 - Encourage
 - Follow up



Difficult Conversations

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CREATING TRUST



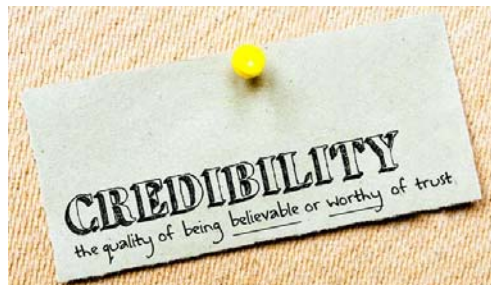
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CREATING TRUST



Establish Credibility

- Always follow through
- Stay true to your word
- Create a reputation for getting things done
- Establish a proven track record



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CREATING TRUST

Engage in Conflict Resolution

- Identify the conflict immediately for a fast resolution
- Break down the conflict into manageable pieces
- View the conflict as an opportunity for the team
 - Build new relationships
 - Learning moment

CONFLICT MANAGEMENT

INCREASE
the positive



DECREASE
the negative



CREATING TRUST

Be a Strong Communicator

- Communicate across all levels of your organization
 - Get to know everyone directly and indirectly involved
- Strong communication can:
 - Create interdependency between people and build strong workplace alliances
 - Improve relationships
 - Promote teamwork
 - Break down departmental silos



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TECHNIQUES FOR MANAGING A SUCCESSFUL TEAM



Make Time for Employees

- Keep the window of communication open
- Recognize achievements
- Don't criticize
- Pick up on employees' emotional states
- Make sure everyone on your team has a voice
- Let remote employees know they are valued and supported

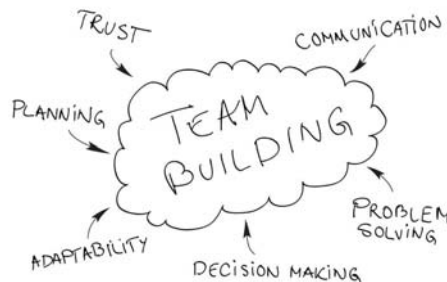
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TECHNIQUES FOR MANAGING A SUCCESSFUL TEAM



Participate in Teambuilding Activities

- Volunteering
- Physical activities
- Professional development activities
- Shared meals



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TECHNIQUES FOR MANAGING A SUCCESSFUL TEAM



Be Organized

- Find solutions for seamless work coordination
 - Use a project management system that the entire team can access such as Basecamp.com.
- Learn to run a well-organized meeting
 - Instructional and educational
 - Team members feel their needs are heard
 - Clearly communication expectations and instructions
- Balance long-term goals with short-term priorities
 - Determine which aspects of a project should be assigned as high-priority and which have further deadlines.

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TECHNIQUES FOR MANAGING A SUCCESSFUL TEAM



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TECHNIQUES FOR MANAGING A SUCCESSFUL TEAM



Be Flexible

- Be able to effectively deal with complicated and/or unexpected situations
- Be able to communicate and work with a variety of personality types and learning styles
 - Use a variety approaches to engage team members who learn in different ways

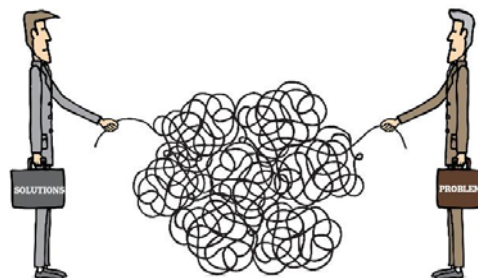


TECHNIQUES FOR MANAGING A SUCCESSFUL TEAM



Think About Lasting Solutions

- Don't always go for the quick solution
- Identify all aspects of the problem
- Deal with the cause of the problem rather than treating the symptoms



TECHNIQUES FOR MANAGING A SUCCESSFUL TEAM



Don't Be Too Serious

- Successful managers make their organizations a fun place to work
- Organizations that work hard and play hard end up with a more loyal, energized workforce.

work hard.
└─→ have fun.
 ↓
make a difference.



WHAT NOT TO DO



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WHAT NOT TO DO

- Do Not Place Blame
 - Create a learning opportunity
 - If necessary, reprimand or coach in private
- Do Not Abuse Positional Authority
 - Use your position as “The Boss” as a last resort.
 - When it’s necessary, explain the rationale behind it
- Do Not Shut Down Opposing Views
 - In order to make good decisions, consider all perspectives.
- Do Not Assume You’re the Smartest Person in the Room
 - Capitalize on the collective wisdom of the group
- Do Not Condone Upward Delegation
 - Upward delegation occurs when a person fails to make a decision they are responsible for and instead asks the manager to make the decision.
 - Undermines accountability and empowerment

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WHAT NOT TO DO

- Do Not Manage *Around* Other Leaders
 - Make note of the situation and then work through the appropriate leader
- Do Not Kill the Messenger
 - Listen and take appropriate action.
- Do Not Start Too Many Large Initiatives at Once
 - Focus on completing a few long-term projects rather than multiple initiatives that never get finished.
- Do Not Permit Hidden Agendas
 - Ask questions
 - Foster a space for clear and open communication
- Do Not Tolerate Pocket Vetoes
 - A pocket veto is when someone appears to agree but then does nothing, hoping that the subject will be forgotten.
 - Confront this behavior privately and learn the root of the problem.

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RESOURCES FOR
HOW TO MANAGE EFFECTIVELY



- o <http://www.inc.com/jeff-haden/10-scientificallly-proven-ways-to-build-and-manage-great-teams-wed.html>
- o <http://www.skipprichard.com/12-things-not-to-do-as-a-new-leader/>
- o <https://bionicsisters.wordpress.com/2013/11/04/the-art-of-managing-teams-well/>
- o <http://www.inc.com/peter-economy/7-keys-becoming-effective-manager.html>
- o <http://www.forbes.com/sites/glennllopi/2012/07/10/effctive-managers-earn-trust-quickly-by-doing-5-things-well/2/#7cab41087214>
- o <http://www.wikihow.com/Learn-to-Manage-People>

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CONNECT



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How helpful was this? 1 (not much) – 5 (super)

For links, details and references, see our post:

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