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**CREATING AND HIRING
A SUCCESSFUL TEAM**

**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**

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AGENDA

- Intro's
- Creating new roles and responsibilities
  - What makes a good team
- Hiring processes
- Tips for successfully leading your new team
- Questions

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## INTRODUCTIONS

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- President, Adigo
- Experience at Public and Private companies

- **Best team I've been part of:**
  **Product Development!**

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## CREATING AND HIRING A SUCCESSFUL TEAM

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*"Hire people who are better than you are, then leave them to get on with it. Look for people who will aim for the remarkable, who will not settle for the routine."*
**-David Ogilvy**

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## CREATING NEW ROLES & RESPONSIBILITIES

**Where to Start?**

- List out tasks and deliverables. What will the person do day-to-day?
- Think about your own strengths and weaknesses- what roles can complement your skillset?

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## CREATING NEW ROLES & RESPONSIBILITIES

**What Makes a Good Team?**

- **Organizational Skills:** Strong organizational skills must be employed to define work projects and set them in motion.
- **Communication:** The willingness of all team members to communicate ideas and issues is important to the overall success of any project. Team members should be able to approach all conversations with respect, trust and honesty.

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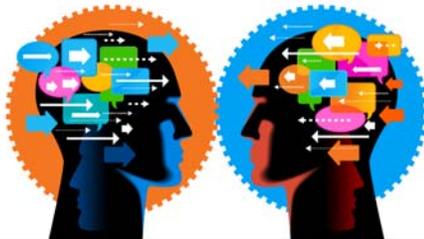
CREATING NEW ROLES & RESPONSIBILITIES

**What Makes a Good Team?**

- **Conflict Resolution Skills:** A successful team must possess conflict resolution skills to deal appropriately when conflict arises.
- **Diversity:** A group with individuals who differ from one another brings more creativity and suggestions to the table than one composed of similar people. Invest in a team with members of differing ethnicities, ages, genders and cultures.

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**What Makes a Good Team?**

- **Innovative Thinking:** Members should be able to brainstorm and willing to transform old beliefs and routine processes.
- **Sense of Responsibility:** A good team is composed of members with a sense of responsibility to the team and your business. Look to hire employees interested in sharing work responsibilities with others.
- **Work Ethic:** A strong work ethic demonstrated by each individual ensures projects are done well and on time.

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**HIRING PROCESSES**

"The secret of my success is that we have gone to exceptional lengths to hire the best people in the world."

- Steve Jobs

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**HIRING PROCESSES**

**Finding Talent**

○ Create a positive company culture that will attract, motivate and develop talent.

○ Sell your mission to potential hires. The odds of building a great team will increase if your passion and vision inspires employees.
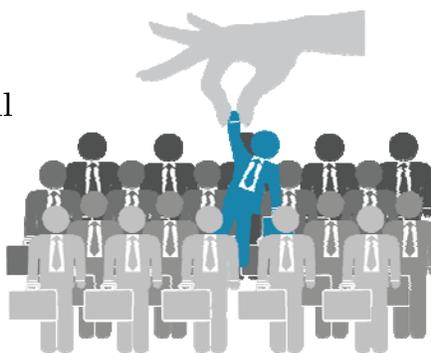
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# HIRING PROCESSES

"NEVER HIRE SOMEONE
WHO KNOWS LESS THAN
YOU DO ABOUT WHAT
HE'S HIRED TO DO."

-- MALCOLM FORBES,
FORMER PUBLISHER OF
FORBES

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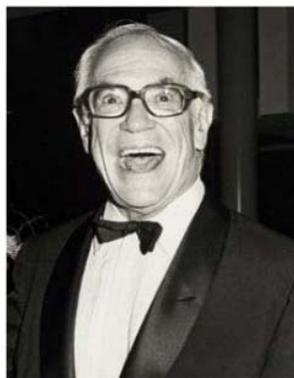
# HIRING PROCESSES

**Interview & Hiring Tips**

- **Make sure your candidate really knows the job.**
  - If possible- they should know it better than you.
- **Interview for chemistry.**
  - Do you trust this candidate? Do you want to spend time with them?
- **Have them do a case study.**
  - Have them complete an executive summary onsite.
- **Use online assessments** in combination with interviews.

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HIRING PROCESSES

- **Look for evidence of learning ability**.
  - Can they learn from mistakes made in the past and use that knowledge to help your company?
- **Use "behavior description interviewing" techniques**.
  - Ask your potential hire to share *specific past events*. Use this information to learn about their values, skills and abilities.
- **Look for passion and eagerness.**
  - Every team member should be there for more reasons than just a paycheck.
- **Mock scenario of using tools.**

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SUCCESSFULLY LEADING YOUR NEW TEAM

- Be clear in your expectations of your team members: Deliverable, prelim review, dates
- Tell your team how you gauge their success and when they're not living up to your expectations.



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# SUCCESSFULLY LEADING YOUR NEW TEAM

- **Trust your new team members**
  - Don't assume that you're right and they're wrong.
- **Give them responsibilities**
  - Agree on defined roles, what deliverables they're responsible for and on what timeframe.
- **Decide in advance how to handle disagreements**
  - Remember that you hired this person assuming their knowledge was better than yours. Take this into consideration during disagreements.

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# SUCCESSFULLY LEADING YOUR NEW TEAM

- **Tackle complex issues collaboratively**
  - Cross-functional teams can help break down issues and take action to implement changes.
- **Remember: Everyone makes mistakes**
  - Even on the strongest teams, people make mistakes. Create a process for identifying, analyzing and reducing human errors.
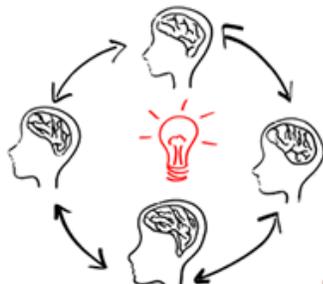
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### SUCCESSFULLY LEADING YOUR NEW TEAM

- **Be Proactive with Feedback**
  - Feedback is key to keeping your team on track- make sure it is proactive and constant.
- **Acknowledge and Reward**
  - Take the time to give your teammates the proper accolades they have earned and deserve.

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### RESOURCES FOR CREATING AND HIRING A SUCCESSFUL TEAM

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- http://people.rice.edu/uploadedFiles/People/TEAMS/Twelve%20Ways%20to%20Build%20an%20Effective%20Team.pdf
- https://www.entrepreneur.com/article/234096
- http://www.forbes.com/sites/glennllopis/2012/10/01/6-ways-successful-teams-are-built-to-last/2/#76fe2244e3c2
- http://www.industryweek.com/corporate-culture/8-essentials-building-strong-team
- https://www.entrepreneur.com/article/83618
- http://smallbusiness.chron.com/top-10-qualities-build-successful-work-team-25444.html
- http://lesseverything.com/business-advice/hiring-the-right-people/
- http://recruitloop.com/blog/steve-jobs-top-hiring-tip-hire-the-best/
- https://www.entrepreneur.com/article/228564

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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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