



Working with Others: Leadership Role

ESSENTIAL SKILLS TIP SHEET

Use these practical tips to help you improve your **working with others** skills:

Working in a Leadership Role

- ✓ Set clear roles and responsibilities for each team member.
- ✓ Establish team goals that are clear, understood, and accepted by everyone.
- ✓ Discuss and establish team procedures (e.g. for team meetings).
- ✓ Hold regular team meetings to get updates on each team member's progress.
- ✓ Help others by sharing your experiences and offering guidance or advice.
- ✓ Lead by setting a good example for the people around you.
- ✓ Let people know when they are doing a good job.
- ✓ Recognize the accomplishments of those around you.
- ✓ Give constructive feedback to help others improve their work.
- ✓ Be objective when giving feedback or input.
- ✓ Support others by listening to their concerns and feelings.
- ✓ Include everyone in group discussions by encouraging others to share their ideas.
- ✓ Do not judge others' ideas or suggestions when hearing them for the first time.
- ✓ Consider all options when making a decision.
- ✓ Take the time to explain something when a colleague doesn't understand.
- ✓ Demonstrate passion and enthusiasm for the work you do.
- ✓ Encourage group interactions and maintain a positive atmosphere.