



LEARN BETTER WAYS OF MANAGING YOUR TEAMS

If you are responsible for **managing a team**, you have a lot of responsibility at your fingertips. It can be intimidating in the beginning, especially if you have a larger team to manage for various projects within your department. Here are some helpful tips to manage the team, keep them productive, and get everything done efficiently and on time. **Be More Flexible** When you are in charge of a team, regardless of the size or type of business you are in, flexibility is key. You must learn to be more flexible with the different people in your team, as it helps you manage your stress levels and offers more solutions for different problems that might arise. There are always going to be unexpected events and various complications arise, so remember to be flexible about the possible solutions to these problems. This includes being open minded and communicating with team members, and being reasonable with time off and other requests. **Gain Their Trust** Among the different skills you should have as a team manager, gaining the trust of your team is one of the most important. They are counting on you to **organize and plan projects**, and need to be able to look up to you, communicate with you, and trust you. If they don't trust you, it is going to make your job as team manager a lot more difficult. Building trust begins with being open, honest and forthcoming with your team. Be willing to listen to them and help them overcome obstacles together as a team. **Learn Proper Ways of Delegating** Another important skill to have when you are managing a team is delegating. Just because you are team manager, doesn't mean you are responsible for all the work. Pick and choose members of your team that show excellent leadership skills or other important skills needed for your department, and delegate work to them. Delegating work to each person in the team takes proper organization and planning in order to get projects done. **Become More Organized** Having strong organizational skills can also help you manage your team more efficiently. As a **manager of a team**, you need to be able to delegate work, plan for projects, set deadline, review work, and make sure everything within your team is running smoothly. Focus on being organized, not just with files and paperwork, but within your team members. The more organized you are, the easier it is to handle different events and situations that come up. **Set Realistic Goals** Finally, you should be able to set realistic goals for your team and individual team members. If you have big goals, be sure to communicate them with your team and find out their take on it. Since they are doing much of the work, ask them if the deadlines you are setting are realistic or if you should adjust your goals somewhat to be more reasonable. Looking for human resource jobs? [Click here](#).

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