Tasks, Responsibilities & Requirements for Team Leads

Responsibilities of a Team Lead:

☐ **Clear Objectives & Vision**: Communicate overarching goals and vision that provide motivation and direction.

☐ **Removing Barriers**: Identify and eliminate obstacles, ensure resources are available.

☐ **Strength-Based Leadership**: Identify and leverage talents, promote development.

☐ **Communication & Conflict Resolution**: Ensure the flow of information, establish a feedback culture, resolve conflicts constructively.

☐ **Accountability for Results**: Create conditions for success, take responsibility for outcomes.

☐ **Establishing Culture & Values**: Foster a trusting, diversity-friendly team culture.

☐ **Ensuring Fairness**: Distribute workloads fairly, recognize performance.

☐ **Technical Leadership**: Ensure the quality of work, promote the use of appropriate methods and tools.

Typical Tasks of a Team Lead:

☐ **Planning & Prioritization**: Set team goals, prioritize tasks.

☐ **Coordination & Resource Management**: Distribute tasks, provide necessary resources.

☐ **Meetings & Communication**: Lead team meetings, coordinate with other departments.

☐ **Mentoring & Coaching**: Provide feedback, foster individual strengths.

☐ **Problem Solving & Process Optimization**: Optimize workflows, remove obstacles.

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Requirements for a Team Lead:

- ☐ **Leadership Skills**: Think strategically, make decisions, motivate the team.
- ☐ **Communication Skills**: Communicate clearly, show empathy, establish a feedback culture.
- ☐ **Trust-Building & Integrity**: Build trust, act ethically, lead by example.
- ☐ **Adaptability**: Respond flexibly, remain open to new ideas.
- ☐ **Self-Reflection**: Recognize mistakes, learn, and grow.
- ☐ **Solution Orientation**: Solve problems creatively, stay calm under pressure.
- ☐ **Vision & Goal Setting**: Inspire and guide the team with clear goals.
- ☐ **Technical Expertise**: Bring knowledge to the table, develop the team's technical skills.