Team Lead Checklist PDF

☐ Clarify your role and responsibilities: Understand your duties, expectations and company goals.

☐ Get to know the team: Have one-on-one conversations to understand the team's strengths, challenges and dynamics.

☐ Build relationships: Communicate your leadership style openly and build trust within the team.

☐ Set goals: Define clear priorities and align team goals with company strategy.

☐ Evaluate processes: Analyze existing workflows and optimize them for greater efficiency.

☐ Establish feedback: Promote an open feedback culture with regular feedback.

☐ Celebrate successes: Recognize achievements and motivate the team through praise and rewards.

☐ Strengthen communication: Ensure clear, transparent and regular communication within the team.

☐ Manage conflicts: Recognize tensions early on and mediate conflicts objectively and constructively.

☐ Secure resources: Ensure that the team has all the necessary tools and support.

☐ Promote team development: Plan measures to strengthen collaboration, diversity and individual development.

☐ Make decisions: Act clearly, inclusively and flexibly when making important decisions.

☐ Self-management: Structure your time effectively and look after your own wellbeing.

☐ Promote innovation: Encourage creativity, experimentation and an error-acceptance culture.

☐ Live corporate culture: Act as a role model and shape a positive team culture.

☐ Monitor performance: Use key figures, document successes and learn from experience.

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