

6 Steps to Improve Projects & Utilize Team Member Talents

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In order to ensure understanding, support and effectiveness of team members, it is important that you hold “walk-throughs” or review meetings with them. However, simply holding a meeting is not enough. The meetings should be action oriented, direct, to the point and serve to build a strong team commitment. Follow this sequence every time you meet over the next three months:

1. Prepare a written agenda. Attach a request that each member be prepared to provide all data and information from their area of assignment at least 1 day in advance.
2. Distribute copies of the agenda to the participants at least 2 or 3 days in advance.
3. During the meeting, as the group leader, pay attention to the following:
 - a. Avoid dominating the discussion. Be the catalyst for free exchange of information.
 - b. Encourage the generation of new ideas by avoiding curt dismissals to tentative proposals. Try to offer support to and build upon other’s suggestions.
 - c. Be open to any disagreements with and criticism of your project management by being tolerant of opposing viewpoints.
4. Meet each problem that arises during the meeting with action assignments. If the project is encountering scheduling, budget or technical difficulties, work through them to determine how they will be solved. Assign responsibility for action required and determine who will contribute to this action. Set a date for completion of the tasks.
5. Summarize all major areas covered and decisions before you adjourn the meeting.
6. Distribute written action assignments within 24 hours of the meeting to all team members with specific names of people and due dates.

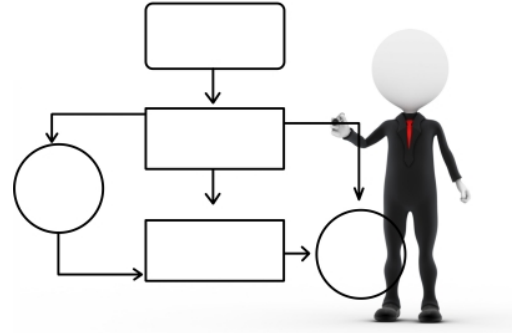


As the quality of the meetings improve: meeting length should be reduced significantly, the number of action items results will increase, and verbal participation of people will increase.

Effectively Use Team Member Talents

As the team or project leader, the assignments you make should take into consideration the special talents and expertise of your team members. Try the following to improve the team final output:

1. Prepare a chart for your reference that would include the name, job title, expertise, special training, and projects each person are working on.
2. Meet with each person to determine:
 - a. Their areas of expertise.
 - b. Any special training, they have received.
 - c. Past projects they have been involved in.
 - d. Their job-related ambitions.
3. Refer to this chart frequently when you are delegating or scheduling project assignments. You may also use the chart to delegate action assignments if and when crises are encountered.



When you are successful you, an increasing number of assignments you make will have rationale behind them based on awareness of the special talents and expertise of people involved.

The Blake Group Newsletter Comes to an End

I hope you have enjoyed our newsletter and found it useful in your career. Next month will be our last edition of our newsletter. If you have any special requests or want me to cover specific topics, let me know and I will do my best to cover them.