



Managing a new team

By Cynthia J. Young

Managing a team, no matter what size, can be challenging, but working with a diverse group of people with different personalities can be immensely rewarding as long as the team is managed in the right way.

I was promoted to my current position a year ago after working as part of the team for 2½ years. I expected the team would be worried about me taking over so I tried to start slowly by not making changes in the first month. I had to see what my previous boss was seeing. Change is never easy for anyone, whether it's the team or new management.

One thing I have implemented was to share knowledge and information about what was happening at the various meetings I attend as part of my duties. I share presentations and answer questions about what was presented. If I don't have the background or the answers, I tell my team who presented so they can reach out to the speaker. For each course we teach, I ensure the instructors who taught each respective course get the feedback by reading the course critiques before I submit them to my program manager, so they all know exactly what the students got out of the course.

I also hold a monthly meeting where I share the schedule of classes we are teaching; the student rosters so they can know the expertise level for each group of students; and issues like timecards and reports. I leave the last 15-20 minutes for each team member to share what they are doing and if they need help from anyone.

By far, the last 15-20 minutes has been the most helpful teamwise, since there are no secrets as to what everyone's been working on.

That said, my first recommendation to manage your team of large personalities is to communicate openly, which is key when managing a small team. It is important to ensure everyone is able to express ideas and opinions in a positive way. En-

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couraging open dialogue and listening to different perspectives will help foster a productive environment.

Other recommendations are:

Establish clear goals. Before beginning any project, it is essential to set clear and achievable goals. This is especially important when managing a small team with large personalities, as everyone needs to be on the same page. It is also important to ensure that everyone understands the timeline and deadlines that need to be met.

Offer praise and encouragement. It is important to acknowledge and praise team members for their efforts. This will boost morale and encourage team members to continue performing to the best of their abilities.

Celebrate success. Celebrating suc-

cesses, both big and small, is a great way to motivate team members and foster a positive working environment. This can also help to boost morale and create a sense of team spirit.

Give constructive feedback. It is important to provide constructive feedback to team members when necessary. This will help ensure that team members are able to learn and grow from their experiences. It is also important to ensure that feedback is given in a respectful and supportive manner.

Managing is never easy, but it can be a great experience. By following these recommendations, you can help to create an environment where team members are able to thrive and reach their goals. After a while in the position, you will begin to learn more about your team and you will see them thrive. ❖

Cynthia J. Young, DBA, is founder and CEO of CJ Young Consulting, LLC, and the lead for certification and training with Leidos in Virginia Beach, Virginia. She retired as a Surface Warfare Officer with 23 years in the U.S. Navy and holds professional certifications as a PMP, LSSMBB and CMQ/OE. She is author of The Knowledge Management Memory Jogger. She is an IISE member. Contact her at cjyoung@cjyoungconsulting.com.

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