

The Ultimate Team Management Checklist

The Six Most important Aspects that Leaders Should Pay Attention to :	<ol style="list-style-type: none">1. Identifying Team members roles and responsibilities2. Fostering Team Synergy3. Enhancing Collaboration4. Improving Effective Communication5. Hiring the Right People6. Managing Human Resources
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Common Myths about Coaching

Myth: “ I don’t need a coach to achieve results” - **Reality:** Coaches provide accountability and external insights.”

Myth: “ Seminars and books are enough.” - **Reality:** Personalized coaching ensures tailored strategies and follow-through. Therefore, Durable Results.

“Mastering Team Dynamics Your Go-To Checklist”

I am satisfied with the actual results

Needs to be improved and I am not satisfied with the actual results

Identify Team Roles and responsibilities

- Clear List of each Team member's roles
- Clear responsibilities, no overlap
- Established accountability measures

Check with an "X" elements of satisfaction

Check with an "X" elements that need improvement

Foster Team Synergy

- Encourage team-building activities
- Promote culture of trust and respect
- Establish Team Values
- Create Team Mission with the Team Players
- Regular Review of Team Dynamics

Enhance Collaboration

- Implementation of collaborative tools and software
- Schedule regular brainstorming sessions
- Foster open communication channels

Hire the Right People

- Define clear job descriptions
- Use professional assessments to measure candidates for "fit"
- Use a multi-step interview process
- Focus on cultural fit and team compatibility



<p>Improve Effective Communication</p> <ul style="list-style-type: none"> ● Conduct regular team meetings ● Establish clear communication protocols ● Encourage feedback and active listening 		
<p>Manage Human Resources</p> <ul style="list-style-type: none"> ● Develop a structured onboarding process ● Provide continuous training and development ● Implement performance evaluation systems 		

I would like to book a free 30 minute coaching session for more guidance and insights

- Name :
- Company name:
- Title or position:
- Email address:

Preferred suggested dates and times

Dates	Times	Preferred platforms: Teams, Google Meet or Zoom