

# *6 Leadership Skills Every Team Leader Should Have*

## **1 Delegate**

Empower your teammates by assigning them tasks you know they are qualified to do. This will free up your time and allow your team members to show their strengths.

## **2 Be Organized**

Organization is a must! Keep important dates in a calendar to avoid missing deadlines. Store important notes and papers in a designated journal or folder. Utilize online tools such as Google Calendar or Trello for additional support.

## **3 Communicate**

Be honest and direct. Actively listen to team members to ensure they feel heard. Resolve conflicts through compromise and check-in regularly with your team.

## **4 Boost Morale**

Model how to respond positively to negative situations. Plan team-building exercises away from work. Give your team members a shout-out! It will make them feel appreciated.

## **5 Lead by Example**

Telling your team how to act or what to do isn't enough! Inspire others to follow your lead. Show that you're willing to work, too. Empathize with your team members to build a sense of trust and rapport.

## **6 Be Decisive**

Before making decisions, learn about all available options. When sharing decisions with team members, be confident. Be able to communicate your reasons for making the choice.



***Mastering team leadership isn't always easy, but by mastering these elements, leaders can effectively guide their teams toward success!***