

DEVELOPING YOUR TEAM

GUIDANCE FOR LEADERSHIP AND MANAGERIAL ROLES

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OBJECTIVES



1

Explain the **purpose and value of team member development meetings** as a tool for building trust, supporting growth, and improving retention.

2

Apply structured development strategies to **set expectations and assess performance** for team members.

3

Use consistent development goals to **support individual growth, strengthen leadership capacity and improve organizational effectiveness.**



GOAL #1

EXPLAIN THE PURPOSE AND
VALUE OF TEAM MEMBER
DEVELOPMENT MEETINGS

WHAT IS TEAM MEMBER DEVELOPMENT?



Collaborative



Consistent



Transparent



WHY IS DEVELOPMENT IMPORTANT?



Relationship Building



Successful Outcomes



Retention

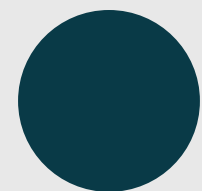


Promoting a Growth Mindset

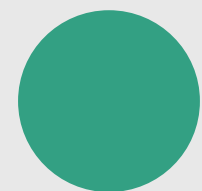
GOALS OF DEVELOPMENT



Individual Team Member Growth



Leadership Development



Organizational Effectiveness

ORGANIZATION EFFECTIVENESS



1

Training on specific job duties

2

Problem-solving barriers to meet expectations

3

Professionalism

4

Support successful outcomes



GOAL #2

APPLY STRUCTURED DEVELOPMENT
STRATEGIES TO SET EXPECTATIONS AND
ASSESS PERFORMANCE

Stages of Development

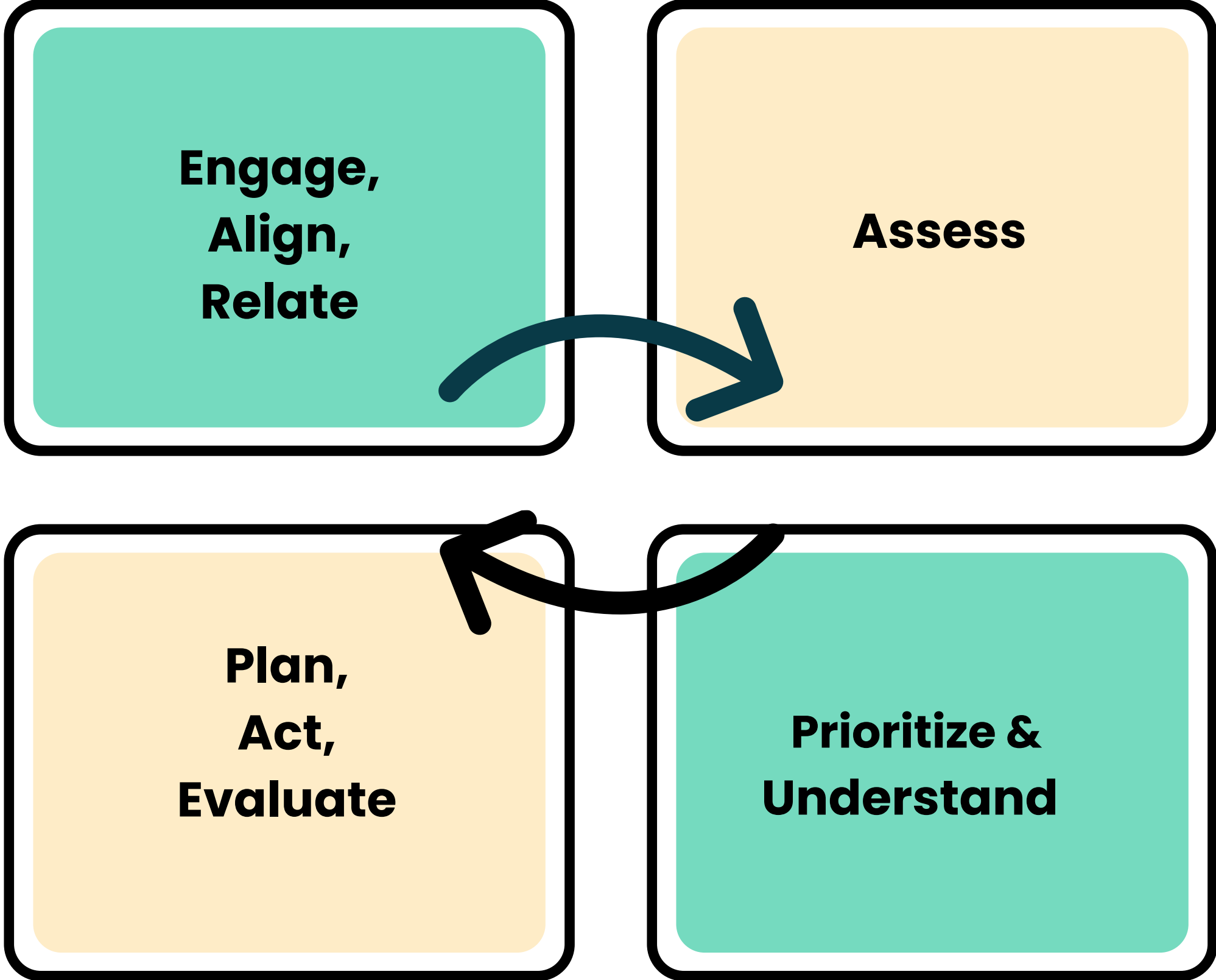
Expectations and goal-setting,
position-specific guidance

Doing, Measuring,
Building

Skill Mastery;
Advancement



DEVELOPMENT MATRIX



Stage One: Set Expectations and Goals



SETTING EXPECTATIONS



Provide Guidance



Demonstrate Professionalism

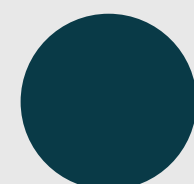


Listen & Connect

TEAM MEMBER GOAL SETTING



Assess Professional Goals



Identify Strengths and Needs



Assess Leadership Goals

DEVELOP SMART GOALS

Specific

Measurable

Achievable

Relevant

**Time-
Bound**

ASSESSING TEAM MEMBER EFFECTIVENESS



Field Observations

Documentation Review

Accountability Measures

Progress Review

Development Plans

Documents meeting
notes/agenda

Tracks strength and need areas in
core competencies

Outlines specific goal steps
and timelines



**Identify goal for observation
ahead of the visit**

**Create measures for tracking
progress/success**

**Note strengths and needs within the
visit, even if they are outside of
targeted goal**

**Meet as soon as possible after
observation to review feedback**

**FIELD VISITS/
OBSERVATIONS**

BARRIER PREDICTING ONGOING STRUGGLES WITH EXPECTATIONS

Consider alternative methods or solutions

Assess for ongoing training needs

Self-Care routines and burnout risk

Unanticipated Barriers

COLLABORATIVE PROBLEM SOLVING

Thinkkids.org

Collaborative Problem Solving® (CPS) approach is proven to reduce challenging behavior, teach skills they lack, and build relationships

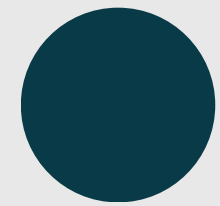
Originally designed for children with behavior challenges, this approach can be successfully applied in staff development setting



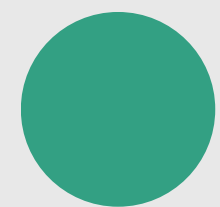
ENGAGEMENT AND ALIGNMENT TIPS



Get to know them as a person



Understand how they prefer to receive feedback and praise



Understand what makes them feel supported and valued



GOAL #3

GUIDE TEAM MEMBERS THROUGH
ONGOING GROWTH TO STRENGTHEN
LEADERSHIP CAPACITY AND IMPROVE
ORGANIZATIONAL EFFECTIVENESS

Stage Two: Doing, Measuring, Building



CONDUCTING THE DEVELOPMENT MEETING

**Relationship
Building**

**Review Prior
Goals**

**Solicit Their
Agenda**

**Outline Your
Agenda**

**Discuss
Development Topic**

Goal Setting

DOING, MEASURING, BUILDING: THE SUPERVISOR'S ROLE IN DEVELOPMENT

1

Explain how team members will be evaluated on expectations and skills

2

Provide team member with information, resources, and skill development to meet the expectations

3

Collaborate with staff through practice and training to strengthen skills

4

Provide opportunities for growth and new responsibilities outside of the current role after mastery of expectations are achieved

DOING, MEASURING, BUILDING: THE TEAM MEMBER'S ROLE



1

Prioritize development activities and goals as part of every day work

2

Attend meetings weekly or agreed upon regular cadence

3

Share honest updates and information about progress- each meeting should be a safe environment!

Stage Three: Mastery and Skill Advancement





**Increased understanding
of manager's job**



**Awareness of leadership
opportunities elsewhere
within your organization**



**Skill development to
increase desirability as a
leadership candidate**



Succession Planning

A decorative graphic in the top right corner consisting of a dark teal triangle pointing left and two overlapping circles, one dark teal and one light teal.

LEADERSHIP DEVELOPMENT

MASTERY

1

Special Projects

2

Training New Staff

3

Critical Thinking Development

4

Licensure/Professional Goals



NEXT STEPS

1

Start consistent meetings

2

Identify assessment tools

3

Document your meetings

4

Leadership Development



THANK YOU!

