Team Management

What is the best way to structure your team?

Every team will be different - find out what works for you!

All teams must have:

- Team Leader
- Advisory Board Liaison Officer

Teams are strongly encouraged to have:

- Chairperson
- Treasurer
- Enactus Ambassador
- Project Leaders

Other positions may include:

- Events Officer
- Fundraising Officer
- 1st Year Rep
- Public Relations Officer

There is also an option for project teams to be divided into sub-committees with specific roles.

Setting Goals:

It is vital that your team set specific goals at the beginning of the year, to ensure the overall success of your society.

These can be categorised in different ways;

- Number of committee members
- Number of active members
- Number of projects
- Impacts etc.

Each time a new project is developed, further goals should be set;

- Date of needs assessment completion
- Implementation date
- Estimated direct/indirect impacts
- Revenue
- Number of people empowered

How do I set goals?

First consider what you want to achieve, and then commit to it. Set SMART goals that motivate you and write them down to make them feel tangible. Then plan the steps you must take to realize your goal, and cross off each one as you work through them.

SMART Goals

- Specific
- Measureable
- Attainable
- Relevant
- Time-bound

At each meeting, goals should be set and followed up during the week, to ensure they are completed by the next week.

Delegation:

Having too much on your plate is not only difficult for you, it can be disastrous for your team. Be strategic; work smarter, not harder, and spread the load around.

Why is delegation important for you and your team?

- It frees up time for planning and organising.
- It helps you learn how to manage and develop your team.
- It keeps you from spreading yourself too thin.
- It encourages open communication and trust.
- It motivates and builds morale.
- It encourages and stimulates creativity and initiative.
- It develops different individual's skills.
- It allows your team to contribute significantly to team success.

Delegation is not just a convenient way to shuffle off simple tasks that you dislike doing. Delegation is not nominally giving someone a job and then micromanaging every stage of the project. Delegation is providing team members with a job to do and giving them the authority to make their own decisions on what steps to take to achieve the objective. Offer support and training as necessary, but allow your team members a degree of autonomy and ownership if you really want to benefit.

To whom should you delegate?

Your team are a support system, with everyone working toward a common goal. However, there are some things to keep in mind when delegating tasks;

- The experience, knowledge and skills of the individual.
    - Do they have the knowledge, skills and attitude to complete the task?
    - If not, do you have time and resources to provide any training needed?
- The current workload of this person.
    - Does the person have time to take on more work?
    - Will you delegating this task require reshuffling of other responsibilities and workloads?

Communication:

Team:

When you communicate effectively with your team it eliminates confusion and can foster a healthy and happy society. Effective communication with your team will also allow you to get work done more quickly and efficiently.

Some tips;

- Make it easy! What works for your team? Facebook group or messenger? Whatsapp?
- Choose the right time and set it early in the year. Would a weekly committee meeting work best? What time suits everyone?
- Listen - make sure everyone's voice is being heard.
- Be honest - if there are problems be sure to communication your worries before the situation escalates.
- Pay attention to nonverbal signs:
    - Folded arms in front of a person may mean they're feeling defensive or closed off.

- Lack of eye contact may mean they're not really interested in what you're saying, are ashamed of something, or find it difficult to talk about something.

- Louder, more aggressive tone may mean the person is escalating the discussion and is becoming very emotionally involved. It might also suggest they feel like they're not being heard or understood.

- Someone who's turned away from you when talking to you may mean disinterest or being closed off.

Faculty Advisors:

A faculty adviser is an Enactus team's local point of contact on campus. The faculty adviser acts as a guide and mentor for Enactus teams for all issues – project ideation and development, implementation, team issues etc. Faculty advisers can range from academic staff to administration staff to support staff. It is best to set out a communication plan with Faculty Advisors at the beginning of the year and faculty advisors should regularly meet their Enactus team.

You should contact your faculty advisors with questions regarding;

- Team Mentorship

- Project Guidance

- Enactus project criterion & other requirements

- Preparations for National Competition and World Cup

- How best to ensure team sustainability, and aid in team recruitment where necessary

Enactus Ireland Programme Staff:

Your Programme Officer is responsible for the development and delivery of the Enactus Ireland Programme, working directly with students and faculty advisers to ensure teams have the support and skills required to develop and implement projects.

You should contact your programme officer with questions regarding:

- National training and on-campus training

- Reporting deadlines and requirements

- Enactus rules and Enactus project criteria

- Project updates