

My Role as a Team Lead

My Responsibilities

Talk with your coordinator about what your responsibilities are as a Team Lead. Explain to them what you understand them to be and in the box below, write any additional center-specific responsibilities.

Leading With Confidence

Begin with the end in mind. In the box below, write what kind of team lead you would like to be at the end of your time in advising. How will you have contributed? What will your peers think of you? How will you feel about the work you have done?

Leading With a Growth Mindset

What are some of the fixed mindset tendencies you have?

Ex: "I can't do..." or "I usually give up on..."

How could you rewrite those to reflect a growth mindset?

Think about your team members. Below, write their name and how they contribute to your team as a whole and the work done in advising.

Team Member:

Contribution:

Team Member:

Contribution:

Team Member:

Contribution:

Team Member:

Contribution:

Team Member:

Contribution:

Team Member:

Contribution:

What is one thing that you could do to lead your team with more of a growth mindset?

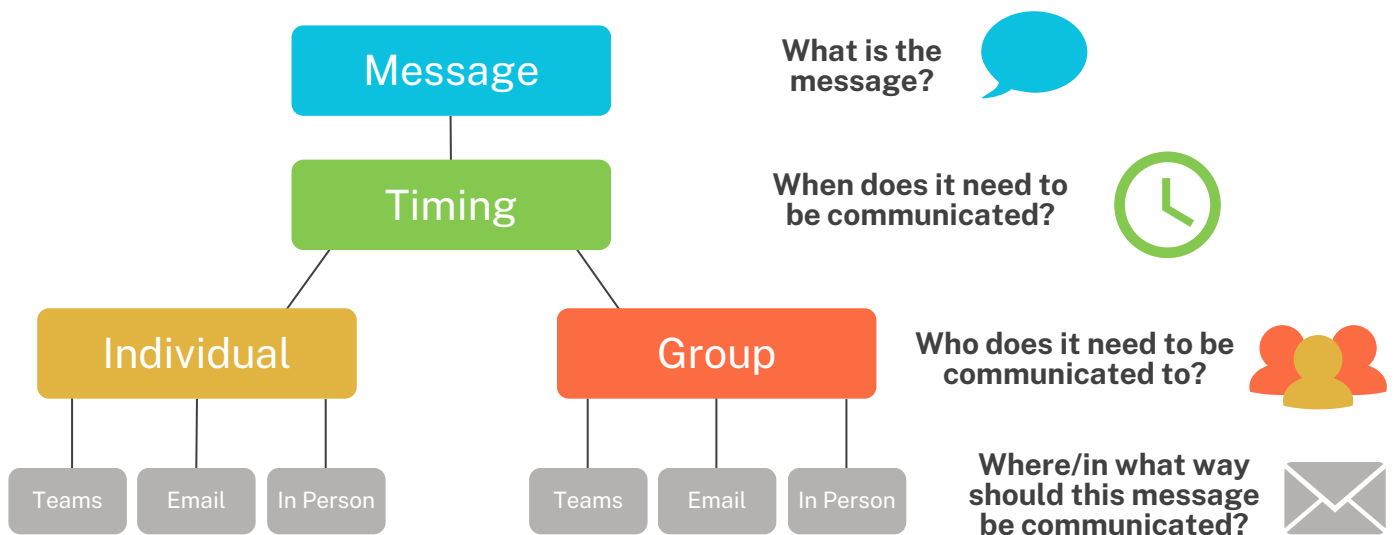
Keep in mind what Carol Dweck said about leading with a growth mindset,

“Create an atmosphere where people can thrive, where their ideas are appreciated, where they can collaborate, and in which they can learn from mistakes... It’s not just telling people they can develop, having a mission statement, or a speech. It’s about instituting practices...that show the value of development and reward development.”

Communication Strategy

What information/messages do you regularly communicate to others in your current role?

Evaluate the messages above in relation to this chart. Then fill out your answers in the boxes below.



What messages need to be communicated immediately?

What messages could be communicated later? When would they need to be communicated?

**What messages should be
communicated to an individual?**

**What messages should be
communicated to a group?**

Which messages should be communicated via:

Teams

In-Person

Email

Constructive and Corrective Feedback

What are some instances in which you would give constructive or corrective feedback as a Team Lead?

Using the outline below, write three hypothetical feedback scenarios. One that is providing positive feedback and two that are providing corrective feedback.

Issue:	
Situation:	
Behavior:	
Impact:	
Intent:	

Issue:

Situation:

Behavior:

Impact:

Intent:

Issue:

Situation:

Behavior:

Impact:

Intent:

Building and Sustaining Culture

Circle 2-3 of the following standards from the “Professional Code of Conduct” you feel that your center needs to improve upon.

1. I will be dependable
2. I will be respectful
3. I will maintain a positive attitude
4. I will communicate frequently and appropriately
5. I will be supportive
6. I will act in a professional manner
7. I will provide accurate information
8. I will be confidential
9. I will be sensitive
10. I will dress professionally and appropriately

Evaluate: Has my team been properly informed on the expectations regarding these standards? What will you do as a team lead to better promote these standards within your team?

Standard 1:

Standard 2:

Standard 3:

Evaluate: Using Lesson 3: Constructive and Corrective Feedback as a guide, what feedback do you need to give regarding these standards?

Standard 1:

Standard 2:

Standard 3:

Evaluate: Is your team “Psychologically Safe”? Do team members feel comfortable voicing their concerns, opposing opinions, etc.?
What can you do to make your team a “Psychologically Safe” place?

Team Member Survey

What I do well:

What I like to do:

What I need to learn:

Advocating Professionally

For each of your team members ask yourself, “Based on what I have learned about this team member, how can I better elevate and endorse them?”

Team member name:

Team member name:

Team member name:

Team member name:

Team member name:

Team member name: