

Answer to the Question Number 01.

*** Explaining the selecting new members:**

01. Look for Excellent Communicators

The team members to be receptive, understand, and act on what you tell them to, they'd better be great communicators. They are people who know how to listen, reply, and respect the other conversation participant.

Individuals need to be usually available when you need to reach them, and ready to address your concerns.

02. Seek Well-Organized and Self-Disciplined Members

Two of the qualities that you should always expect from your team members are good organizational skills and self-discipline.

You can cultivate these things by building emotions around them and by engaging in an uncertain process that will gradually lead you towards the mastery of these skills.

Of course, not many people know or apply these things, maybe not even you. However, for a project's team to be amazing, it needs to be comprised of self-disciplined and well-organized individuals.

03. Find or be an Exceptional Project Manager

The one who's leading the team? If the answer is yes, you should ask yourself the next few questions:

- Can you lead by example?
- Are you a genuine, compassionate, and patient leader?
- Do you have what it takes to lead your people to success?
- Would the project work better with another project manager?
- Do you have to acquire certain skills and knowledge to improve your leading confidence and to deliver the expected results?

Being the manager of a project is not a simple task, so whether you're up to it or not is your decision to make. If you decide that you want to hire a project manager, well, you need to make sure they are a better leader than you so they can truly bring your project to life and to success.

04. Hire the Best Fit for the Role

Never make exceptions on this. When we hire people, we need to be 100% objective. It doesn't matter whether the candidate is one of your mother's friends or your partner.

You should only hire the best fit for the role and for the team. This is ideally a person whose background (experience, skills, and attitude) corresponds to the requirements and expectations that the job role presumes.

05. Look for Resourceful and Influential Individuals

Then start looking for resourceful individuals. When we want to make a big, delicious cake, you need to ensure that each piece is well dressed in the ingredients and every single component becomes remarkable at one point or another.

Your team should be comprised of some people who have professional connections with different organizations, individuals, and/or clients.

Ideally, they should be influential, meaning that people will recognize them as an authority in their corresponding field.

06. Do Your Research Well All the Time

Proper research will save your project from a lot of trouble along the way. Hiring team members that don't actually fit the job role and the team will waste your time, money, and energy, and the relationships between you two can often end up in conflict.

Before we hire someone, make sure that you research their online presence, which includes social media and Google. Then we should call the person for an interview and analyze the person in a better style.

Lastly, we can convince yourself by challenging the candidate. Assign them a small test or work sample to see how they may perform in the future.

07. Seek Proactive Members

Proactivity is an essential component of each successful team. Your project heavily depends on the activity of each of your team members combined. Employees that take action on their own are helpful assets. Seek this in your employees, and your project will run smoother and faster than you would expect.

08. Truly Listen to Your Candidate's Words

While our candidates are speaking, are you truly listening? Do you genuinely care about what they want to say? Or are you just hoping to hear the things you want to hear?

To start, analyze the candidate's first interaction pitch. See how they approached you in the beginning. Secondly, assess the discussion you had.

Lastly, listen carefully while the person talks during the interview.

09. Prioritize Skills and Knowledge over Certifications

Seek skills, knowledge, and experience over certifications. Never choose solely based on certifications, as you risk getting unskilled and inexperienced project members that will only ruin your plans.

The candidate should prove they are capable of being productive by displaying their skills and knowledge, and not just a paper that only states the achievement of finishing college or courses.

10. Find People That Are Willing to Commit

For The project to launch and grow successfully, you need people that are willing to commit to work, including risks, setbacks, fear, boredom, and the other negative feelings and situations that can come as a result of hard and smart work.

Here's what he had to note: "During the interview, let candidates know what to expect from the role. Once they have acknowledged, ask them directly whether they feel challenged (and why?) or motivated (and why?) by the project's goals and by the culture of the company and team that's going to be present for a probably long time in their lives. Always seek committed individuals!"

Answer to the Question Number 02.

What is the role of managers?

The role of managers is organising and overseeing a particular group, project or sector within a business. The extent and scope of a manager's responsibilities can vary depending on their position in the company. The job title of manager can mean that somebody is managing a team or managing a certain function. For example, a senior manager can be a hugely different role from a business development manager.

There are the 5 roles of a manager and its are:

A manager's role varies, but there are five roles you're almost always going to see in a manager:

1. Leader: A manager needs practical leadership skills, enabling them to steer the employees they're responsible for towards a common goal. For example, if you're working towards an event, it's the manager's job to direct everyone's focus towards this occasion and ensure everyone collaborates to make it come together. A good leader needs a robust and personable character, exhibiting integrity and honesty in their decision-making process. Some aspects of leadership for managers might include:

- inspiring team members to perform to their best
- setting goals and targets
- creating a vision for what the team can become
- providing timely and assertive decisions
- responding to staff concerns and queries

2. Coordinator: As the person responsible for their team, the role of a manager includes coordination. A good manager organises their team and knows what they're doing, ensuring that the team works efficiently towards a common goal. If the group faces challenges or obstacles, part of the manager's role as coordinator includes finding solutions to help keep your projects on track. Some tasks that fall into this category may include:

- organising schedules and assignments
- implementing organisational tools like Gantt charts
- tracking progress and celebrating achievements
- ensuring all tools and resources are accessible and organised
- regularly checking in on the employees you lead

Regardless of your management level, you probably have someone to report to higher up in the business structure. A good manager uses communication to keep their team coordinated and their business successful.

3. Team developer

Alongside leading your team to success, an essential part of management is encouraging your team's development and learning. This role of a manager includes encouraging your team to grow with each success and ensuring employees feel that their work is valuable, stimulating and engaging. On a group level, development could take the form of team-building exercises to help your team bond and work effectively together. Equally, team retreats help give your employees space to brainstorm new ideas and bring fresh perspectives to challenges you're facing. On an individual level, managers can encourage members of the team to develop their skills by:

- Hosting regular employee reviews to help individuals set professional goals.
- Notifying them of professional development opportunities such as courses, conferences and talks
- Implementing a training schedule or peer mentoring programme

4. Administrator

While similar to a manager's role as a coordinator, managers are also responsible for their team's day-to-day administration. Depending on the type of manager and industry sector, this management role can differ significantly. For example, the administrative tasks might focus more on authorizing timesheets for a shift manager on a factory floor. Meanwhile, for a manager of a legal team, the administration might involve more paperwork.

Some essential things to consider when organising your administrative tasks as a manager may include:

- keeping your resources and documents orderly
- delegating tasks to other team members
- processing timesheets and payroll
- ordering materials and supplies
- tracking the team's expenses
- recruiting new employees
- preparing essential paperwork

5. Motivator

Creating internal motivation within the workplace can offer a tricky challenge for managers. Succeeding in this role can help increase employee satisfaction, encourage commitment towards the organisation and improve employee retention. There are several ways to motivate employees that are both intrinsic and extrinsic, including:

- communicating the purpose of each task
- offering employees a choice on their assignments
- providing a company rewards scheme
- offer constructive feedback
- record and praise positive outcomes

The key skills for the role of managers these are:

Organisation

With so much responsibility to take care of, managers need to have a strong sense of organisation. A keen eye for detail ensures that everything runs smoothly for managers and their teams. This could take the form of a color-coded calendar system or carefully filled meeting minutes.

Time management

Managers often have a lot on their plates, so knowing how to priorities tasks and create agendas is essential. Learning how to maximize your available time is vital to your role as a manager. This allows you to engage with your team and let them know when to engage with you.

Decisiveness

From the small decisions to the large-scale changes, a manager is responsible for leading a team in new directions. This aspect of a manager's role makes decisiveness an essential skill, demonstrating conviction in your actions and confidence when problem-solving. While having a strong resolution is vital in steering your team's direction, remember that it's also important to recognize when you need to change direction.

Responsibility

As a leader, employees need to know they can rely on their managers to help. So, part of any management role is being responsible and having accountability for everyone in your team, including you. To help employees feel at ease under your leadership and remain calm when facing stress, you need to convey a level-headed, responsible attitude.

Communication

From delegating tasks to giving constructive feedback, communication is a vital part of any manager's role. Alongside communicating your intentions as a manager, remember that active listening is essential for any communication in the workplace. Show empathy and seek to understand a problem before fixing it, ensuring you understand the situation fully.

Critical thinking

Critical thinking refers to the skill of analyzing and evaluating a situation or problem before reaching a decision. For managers who have responsibility for a part of a business, developing these critical thinking skills is vital in making informed and considered decisions. Good managers use critical thinking in working project scenarios and in team leadership scenarios.

Experience

While management is often about leadership and steering the team's direction towards success, managers need the knowledge to fulfill this role. Many managers have experience before becoming a manager, offering them the expertise and commercial awareness they need to provide effective leadership.

How to Motivate Your Team

The people may have all the expertise in the world but, if they're not motivated, it's unlikely that they'll achieve their true potential.

On the other hand, work seems easy when people are motivated.

Motivated people have a positive outlook, they're excited about what they're doing, and they know that they're investing their time in something that's truly worthwhile. In short, motivated people enjoy their jobs and perform well.

All effective leaders want their organizations to be filled with people in this state of mind. That's why it's vital that you, as a leader and manager, keep your team feeling motivated and inspired. But of course, this can be easier said than done!

In this article, we'll go over the key theories, strategies and tools that you can use to help your people stay enthusiastic about their work.

The Two Types of Motivation

There are two main types of motivation – extrinsic and intrinsic.

Extrinsic motivation is when you use external factors to encourage your team to do what you want. Pay raises, time off, bonus checks, and the threat of job loss are all extrinsic motivators – some positive, some less so.

Intrinsic motivation is internal. It's about having a personal desire to overcome a challenge, to produce high-quality work, or to interact with team members you like and trust. Intrinsically motivated people get a great deal of satisfaction and enjoyment from what they do.

Every team member is different, and will likely have different motivators. So, it's important to get to know your people, discover what motivates them, and find a good mixture of extrinsic and intrinsic motivators, so that you can motivate them successfully.

Answer to the Question Number 03.

Dealing with difficult employees:

Dealing with a difficult employee, following these steps can help to resolve the situation.

1. Critique behavior, not people

When dealing with a problematic employee, it's essential to focus on specific behavior, not personal factors. Your role is not to judge them. Not only could that lead to unproductive conflict, but it is unlikely to help resolve the behavior.

The objective is to find a way to stop your colleague's unacceptable behavior and help correct behaviors that make working with them unnecessarily difficult. Your role is to support them and look for solutions.

People aren't always aware of how their behavior impacts their work and environment. Start by bringing it to their attention in a non-confrontational way. Assume good intentions if at all possible. Remember that not all difficult employees intend to be difficult.

Then, give them specific examples of their negative behavior to help them understand the problem.

2. Identify the causes of the problem

The reasons behind an employee's behavior are unique to each person. This is why it's necessary to identify the causes before addressing the problem.

It could be related to:

- Their work
- Relationships with other colleagues
- Personal issues that prevent them from performing their job adequately

As a leader, it's your responsibility to get to the root cause of the problem and resolve it.

3. Be open to feedback

Problematic behavior may be the result of the employee's perception of and experience in their work environment.

Managers must be open to receiving feedback. This could be about management style or any other problem your employee may have with the organization.

Create a safe space in which your colleague can express their opinions.

Use active listening to make sure you understand what they're saying. Listen to your employee's side of the story without prejudice.

Sometimes a difficult person just needs someone to listen and understand them. This often helps change their attitude and behavior.

4. Give clear directions

As a leader, it's essential to deliver your instructions clearly in order to be effective.

In a conflict situation, you have two main objectives:

- Get your colleague to lower their defenses.
- Convey the information necessary for them to improve their behavior.

To achieve this, you must give clear and detailed feedback on the employee's behavior, including concrete examples.

5. Write down expectations and specific consequences

Document any expectations and behavioral changes together with your colleague. Develop a plan establishing objectives, a timeframe, and regular progress evaluations. This way, you will both be on the same page. It's also important to document any consequences of failing to make the necessary behavior changes.

In most cases, the person will take the matter more seriously if they have a clear plan and are aware of the consequences of not taking action.

6. Monitor progress

Once you have established your employee's action plan, the next step is to monitor their progress. This will help them achieve their goals within the established timeframe.

Ways to monitor progress include:

- Getting feedback from other coworkers
- Evaluating the quality of their work
- Having regular one-to-one meetings

Make written observations and reports for maximum transparency. At the end of the agreed period, use the reports to evaluate their success.

7. Plan ahead

An adequate and rigorous selection process can help prevent problems with difficult employees.

New candidates should undergo a background check. Hiring managers should investigate a candidate's behavior in their previous work and reasons for leaving.

Behavioral interviews can help interviewer's spot red flags that may lead to difficult behavior further down the line.

8. Stay calm and show respect

Giving negative feedback or firing someone is never easy. Tensions flare, and people often get upset.

As a manager, it's essential to stay calm and avoid judgments or criticisms. Maintain your body language and a neutral tone.

Focus on facts and maintain an honest, professional, and respectful attitude. Sometimes people are difficult because they feel undervalued. You should get to the bottom of the cause of their behavior before taking drastic action.

What will have to do Solutions for handling a difficult employee?

1. Talk to human resources

Managing truly difficult employees is an interpersonal issue. Therefore, it's best practice to inform HR when facing a difficult situation with an employee. This has two advantages.

First, if the HR team is aware of the problem, they can implement company policy for dealing with such situations.

Second, they are professionals who specialize in managing people. This means they can advise you on how to handle a difficult conversation with your employee.

2. Consider your role in the problem

If a difficult employee is undermining your authority, ask yourself the following questions. They will help you determine the intention behind your employee's behavior:

- Am I aware of my teammate's workload?
- Does the employee have a perspective that I can't see?
- Is the employee making any valid points?

If you suspect your employee is undermining you on purpose, ask yourself these questions:

- Does the employee undermine me by doing their work differently than agreed?
- Does the employee undermine me behind my back?
- Does the employee undermine me in front of clients, vendors, or other colleagues?

In these cases, **it's important to listen to the employee's feedback**, as it could contain valuable insights for the organization.

You should also learn the difference between constructive criticism and destructive behavior.

Show leadership by keeping your cool when dealing with problematic behavior from an employee. Model the values and company culture that you wish to see in your colleagues.

3. Address their lack of motivation

When **dealing with an unmotivated employee**, start by giving them the benefit of the doubt.

Ask yourself the following:

- Does the employee have too much or too little work?
- Is the employee bored and in need of a new challenge?
- Does the employee have the necessary skills required for the role?

Often, you can solve a lack of employee motivation by:

- Adjusting their job description
- Relieving them of a heavy workload
- Providing training

In other cases, a lack of motivation can lead to disruptive behavior and create a toxic work environment.

4. Know when it's time to let them go

No one likes terminating someone's employment.

But if your employee's negativity and bad behavior continue, you must know when to take more drastic action.

Consult your HR department for advice and information regarding company policy on letting people go. Use this guide on **how to terminate an employee**.

Answer to the Question Number 04.

The Teamwork skills:

Teamwork skills are essential to your success at work, no matter your industry or job title. Working well with clients, colleagues, managers and other people in your workplace can help you complete tasks efficiently while creating an enjoyable environment both for yourself and others. An organization that emphasizes good teamwork skills is typically a healthy, high-functioning workplace. Teamwork skills are the qualities and abilities that allow you to work well with others during conversations, projects, meetings or other collaborations. Having teamwork skills is dependent on your ability to communicate well, actively listen and be responsible and honest.

Examples of teamwork skills are:

1. Communication

The ability to communicate in a clear, efficient way is a critical teamwork skill. When working with others, it is important that you share relevant thoughts, ideas and key information. There are many different types of communication skills including both verbal and nonverbal.

2. Responsibility

Within the dynamic of teamwork, it is important that the parties involved both understand the work they are responsible for and make the effort to complete said tasks on time and up to the expected standard. With the entire team functioning properly by taking responsibility for their own work, they can work together towards a common goal.

3. Honesty

Practicing honesty and transparency at work might mean working through a disagreement, explaining that you were not able to complete a certain task on time or sharing difficult updates. Without transparency, it can be difficult for a team to develop trust and therefore work together efficiently.

4. Active listening

Much like communication, active listening skills can help a team to understand and trust each other. Active listening is the act of making an effort to focus intently on one person as they share their ideas, thoughts or feelings. You might also ask follow-up questions to dig deeper into what they are communicating.

5. Empathy

Having empathy for your teammates can allow you to better understand their motives and feelings. Taking the time to listen and understand how others think and work can help you to communicate with them in the right ways.

6. Collaboration

Teamwork exists so that a group of individuals with a diverse set of skills and talents can work together towards a common goal. It is crucial to work with other teammates to share ideas, improve each other's work and help one another to form a good team.

7. Awareness

In teamwork, it is important that you hone your ability to be aware of the team dynamic at all times. For example, if one person is dominating the conversation or does not allow others to share ideas, it is important that balance is restored so each teammate can contribute evenly. Alternatively, if one person tends to be more shy or hesitant to share ideas, it is important to create space so that all teammates feel comfortable contributing their unique skills and abilities.

Answer to the Question Number 05.

“It depends on the task. When it comes to brainstorming, teams produce great ideas with multiple input, and teams can highlight people's strengths. But I certainly enjoy working on my tasks as an individual as well, since in many ways it takes the ability to work alone for the team to fully succeed.”

“I prefer to work independently or with a single partner. In my opinion, there are too many factors that can be missed when people congregate together in groups of three or more. Also, if I am going to be held accountable for the final result of a project or assignment, I want to be sure that the work is done well and that it meets my standards. While this may sound egocentric, I see it as taking pride in my work and having a desire to excel”.

“I've worked both in groups and independently, and I've found that I can focus much better on the task at hand when I work independently. I've always been someone who needs peace and quiet in order to concentrate and perform well. If it's too noisy or there's too much going on around me, I can't formulate my thoughts well. My teachers have told me that I work best aerobically. That means that I work hard and fast (and solo), like a runner working out on a treadmill”.