From: David Chen [david.chen@amazon.com](mailto:david.chen@amazon.com" \t "/Users/trl/Documents\\x/_blank)​

To: Luke Anderson [luke.anderson@amazon.com](mailto:luke.anderson@amazon.com" \t "/Users/trl/Documents\\x/_blank)​

Subject: Re: Seeking Advice on Leading a Sub-Team​

Dear Luke,​

Congratulations on the new leadership opportunity! It’s a great sign that the company trusts your abilities.​

First off, communication is key. Have regular team meetings, both formal and informal. Use these to clearly define goals, share progress, and encourage open discussions. Make sure everyone understands their roles and how their work contributes to the overall project.​

When dealing with different personalities, take the time to get to know each team member. Understand their strengths, weaknesses, and work styles. Assign tasks based on these, and be flexible when needed. For conflicts, address them promptly and objectively, focusing on finding solutions rather than placing blame.​

Balancing your own work and leadership responsibilities can be challenging. Prioritize tasks carefully, and don’t be afraid to delegate. Empower your team members to take ownership of their work. Also, set aside dedicated time for your individual tasks and make sure your team respects that.​

I hope these tips help. If you have any more questions or need further advice, feel free to let me know.​

Best of luck with the project!​

Best regards,​

David Chen