

5 TIPS

**to help you
coach/guide your
team in executing a
short-term project**



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01

Clearly communicate:

Goals

Guide the team in writing down what they aim to achieve. SMART goals.

Expectations

Ensure all team members understand what is expected of them individually and collectively.



02

Outline

Activities

Emphasize on standard/basic actions that form the threshold of performance and success.



03

Check-in regularly

Plan for periodic feedback sessions with key team leaders and the team too. Communicate beforehand the updates to be discussed to give some time for preparedness..

Utilize this opportunity to understand their prevailing position/progress, listen to arising challenges and possibly address them.



04

Ask good questions

The goal is to guide. Ask open ended questions that encourage the team members to think critically and creatively.

Ask in good time. Project possible outcomes and field questions that enable the team work out foreseeable challenges.



05

Listen - give feedback - empower

Paying attention to what the team members are saying and expressing is key in evaluating their progress against the expected outcomes. Moreover, it enables you to give relevant feedback.

Confirm with the team when they step in the right direction and give timely warnings when they lose their way.

Applaud commendable actions and affirm positive growth to the whole team, but more so to individuals. Offer tools, insights, and perspectives that encourage learning and participation.



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potential



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