

ON THE JOB EXERCISE

FINAL STEP - COMPLETE JOB AID

Now that you have reviewed all of the steps in the on the job exercise, it's time to implement what you have learned. To do so, complete the Job Aid. When you finish this exercise, you can print your Job Aid for future review and use.

➡ Directions: **MONITORING TEAM PROGRESS.** Think about how you want to monitor your team's progress. In the space below, capture your ideas and notes.

Monitoring Team Progress

Building Trust - Job Aid

Key is Leader Mindset (vs Manager) where the focus is on achieving goals (vs completing tasks)

Employees value the trust and flexibility to do their work on their schedule and tend to do a better job and work harder as a result of that trust and flexibility.

Communication is Key

Team Communications - have a conversation with the team about how they want to touch base on the status of projects / tasks (e.g., video calls or through virtual/software solution); how do we want to communicate progress or completion; pick a method and hold each other accountable to it.

Type your thoughts in the box above.

PRINT JOB AID

Next, continue to the course assessment and receive your certificate of completion.

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