Enable Others to Act guide

To Enable Others to Act, you foster collaboration by promoting cooperative goals and building trust, and you strengthen others by sharing power and discretion.

**OBJECTIVES**

As a result of completing the guide, you’ll be better able to:

* Build supportive relationships with your project team members
* Develop the competence and confidence of team members
* Develop cooperative working relationships among team members
* Connect team members to the people they need to get extraordinary things done

**Ask Questions, Listen, and Take Advice**

Leadership is a relationship, and a good relationship is based on trust. Trust is fostered by listening and attending to the other person.

During your meetings, ask each other questions and then listen. When you do share information, be as self-disclosing and open as you can be. Here are the kinds of questions you should ask during the one-on-one meetings: (coordinator facilitates the discussion)

* What do you want to get from your experience as a member of this project team?
* What motivates you to do the best work you can?
* What can I do to support you in getting what you want out of this experience?
* How would you characterize the relationships among the team members right now?
* What talents and skills do you bring to this project?
* What do you like most about being part of this project?
* What do you like least about being part of this project?
* What would happen during the project for you to be able to look back later and say, “This was the best project I was ever a part of ”?
* What actions would you have to see and/or what events would you have to experience for you honestly to say, “This was the best?”

**Ensure Self-Leadership**

After you have completed your discussion, complete a profile for **each person** on your project team. Write down what each person needs so he or she can lead or be self-led.

**Example Profile**

Team Member: mohammad alzawahra

Project Role: leader

What unique perspective does this person bring to our team?

* He is the person that suggested the idea and checked with the team for the implementation of the idea in addition to making sure that all team members are on the same page

Which of this person’s strengths and skills will be most useful to our team?

* Network relation
* High sense of responsibility
* Public speaking

What kind of training and support might help this person become a stronger team member?

* Turn failure into an opportunity to learn

Team Member: Hamza Al-Habash

Project Role: Outreach Coordinator

What unique perspective does this person bring to our team?

* he is the person who negotiated with the 3rd party company

Which of this person’s strengths and skills will be most useful to our team?

* Determination
* Brainstorming

What kind of training and support might help this person become a stronger team member?

* Public speaking
* tutoring abilities

Team Member: zaid alhusaini

Project Role: internal relations

What unique perspective does this person bring to our team?

* communicating with different departments
* Activity management

Which of this person’s strengths and skills will be most useful to our team?

* organizational skills
* attention to details

What kind of training and support might help this person become a stronger team member?

* Time management
* Work load self management

Team Member: abdelkareem soubar

Project Role: documentation Specialist

What unique perspective does this person bring to our team?

* Presentation delivery
* Documentation skills

Which of this person’s strengths and skills will be most useful to our team?

* Elaboration skills
* Researching skills

What kind of training and support might help this person become a stronger team member?

* More common sense
* Time management

Team Member: Mohammad Douli

Project Role: content creator

What unique perspective does this person bring to our team?

* Motivational acts
* On spot decision making

Which of this person’s strengths and skills will be most useful to our team?

* Flexibility with adjusting to new ideas
* Maintain an open environment

What kind of training and support might help this person become a stronger team member?

* Procrastination
* Planning

**Develop Competence and Confidence**

Review your team members' profiles. For each person on the team, identify at least one action you can take to increase his or her confidence and personal capacity to perform.

Example: Team Member: Batool

One Action to Enable This Team Member to Act:

*Feels powerful when she has strong skills. Says she needs training in time management. Send her to a course on time management and then provide the tools, perhaps a planner, to help her use those skills daily.*

Team Member:MOHAMMAD.ALZAWAHRA

One Action to Enable This Team Member to Act

providing mentroship that keep following up and set goals would make his work more effective

Team Member:HAMZA.ALHABASH

One Action to Enable This Team Member to Act

As an outreach coordinator, I believe that I should be harnessing my soft skills to the limits since it's highly crucial in my role. I think I need training in tutoring abilities, like taking courses on how to facilitate the process of driving knowledge & insights to non-technical personnel. Getting out of my comfort zone would assist in advancing my public speaking.

Team Member:Zaid.AlHusaini

One Action to Enable This Team Member to Act

provide a clear schedule to the work plan as well as the role of each team member and what they are working on in order to provide a clear analysis of the work plan and the order that each task should be done in with the correct steps

Team Member:Mohammad.Douli

One Action to Enable This Team Member to Act

Mohammad has a number of creative ideas however it would be more effective if he connected his ideas to deadlines as a management strategy by that he could overcome his time management issue

Team Member:abdelkareem soubar

One Action to Enable This Team Member to Act

kareem gives the impression to people when presting an idea and he knows that he needs training in time management and needs to interact with more people to understand what sort of common sense is happing around him but with the right equipment he can do great research that covers most of the ideas that had and would be presented

**Develop Cooperative Goals**

Based on your interviews, there are likely to be things that all or most of your team members want from the project and want to accomplish through the project. What are the goals that people share in common? What motivations are shared?

The cooperative goal is to spread out as much as possible since the more people we reach the more contribution to the society we will have.

What actions can you take to build on these shared motivations and goals to create a sense that “We’re all in this together?”

For example:

* Let’s say one of the shared motivations is to learn from others. To do that, you hold weekly team meetings where everyone reports on something new they learned that week—a new method of doing their work, the name of a contact who is a great resource, or an effective way to reduce stress.
* Let’s say a common goal is to have the project recognized for its contribution to the advancement of the field. You could assign someone to document what is done and someone to write a journal article, and then make sure that the team submits a proposal to present a professional paper at a conference.
* Let’s say that a shared motivation is to have fun. You could hold weekly celebrations where everyone is encouraged to “brag” about something neat he or she did that week; pass out inexpensive toys to liven up meetings, or encourage a musician on your team to entertain during a break.
* a common goal is to spread out the initiative as much as possible; as we believe that this project would help a lot of students raise their satisfaction levels. Therefore, we are planning to contact as many as possible of media, especially as users of King Hussain Business Park we have access to a lot of them and start promoting the project via their platforms. Where we can do an Arrangement on going meeting’s where we can share our mistakes and readjust our working model based on what’s best for the target audience

**Make Connections**

It’s not just what you know and can do that gets things done. It’s also **whom** you know. Suppose your team members are going to perform at their best. In that case, they need to be directly connected to the right people for important sources of support—information, materials, money, and so on.

In the old world of work, the manager controlled access to these sources, but in this new world of virtual information and flatter organizations, that old approach only slows things down. You need to make the connections and then let your team members deal directly with their sources of power.

List the main connections you need to establish to help you facilitate and acquire the needed resources (information, materials, money, etc.)

* **Mindlab**
* **HTU public relations**
* **Educational institutions**
* **Well knowledgeable students**