

Developing Others Check List

Our research found that inspirational leaders were effective at helping their team members develop. When team members think about the rewards they receive from their jobs, after the pay and benefits, the next most tangible reward is the learning and development that come from training, job assignments, and experiences at work. Leaders who create positive developmental experiences for their team members are much more apt to create an inspired and motivated team.

The following is a check list of activities and actions leaders can take in improve the developmental opportunities for their team members. Go through the list and check to see if there are some new ideas that will help you in becoming a great people developer.

1. Provide regular, candid feedback to team members about their performance.
2. Check in with team members on a weekly basis to understand progress and understand their specific circumstances.
3. Help people understand their strengths, areas where they excel. Look for opportunities for people to utilize their strengths in job assignments.
4. Assist team members in creating an individual development plan.
5. Follow-up with team members on their progress on their individual development plan.
6. Have a discussion with team members about their long term career plans. Help people identify options and opportunities.
7. Look for ways to challenge people and give them new experiences.
8. Identify training programs that are available either internally or externally that will improve performance and skills of team members. Encourage and support team members to attend several training programs every year.
9. Delegate some of your tasks or committee assignments that would require team members to stretch and acquire new skills and knowledge.
10. Set up coaching sessions with team members to discuss challenges and successes of each individual.
11. Invite team members with less experience to work with you on projects.
12. Team up people with a great deal of experience with people who have less experience to allow people to learn from the experts.
13. Have a regular lunch and learn where team members share new information or approaches with each others.
14. Look for opportunities for people to learn from outside experts in other functions or disciplines.
15. Pay attention to developmental assignments within the organization where team members would be able to develop new skills and increase their career potential.



16. Cross train team members so that people are ready and prepared to replace one another when changes occur.
17. Look for opportunities to have discussions with team members about their interests, desires, passions and ideas.
18. When team member experience failure, focus on helping them understand and learn from the mistake then express confidence in their ability and move on.
19. Look for ways to build the visibility and credibility of team members. Discuss their accomplishments with superiors and peers. Promote the success of the team.
20. Help team members build their networks both inside and outside the organization.
21. Establish enough trust with team members that they will allow you be a mirror of reality for their ideas, initiatives and career opportunities. People need to have realistic advice and perspective.
22. For people with performance problems give them timely feedback in a courteous way. Be very clear with them about what they need to do to improve.
23. Follow-up with those who have performance problems to check on progress and ensure that they are clear about the need for them to change and improve.
24. Look for opportunities for individual team members to teach others a skill. Often the teacher ends up learning the most.
25. As a team think about the future and identify new skills that team members will need to develop to keep the team successful. Identify books, articles or classes that will help to understand and build these skills.
26. Ask individuals to take on key responsibilities for managing different aspects of the team.
27. Encourage each team member to be participant in a structure feedback process so that they can understand how others see their strengths and opportunities for development.
28. After a difficult project has been accomplished have a debrief of what went well, what could have been done better, key issues that drove success and personal learning's.
29. Send out articles, give others books and encourage other team members in their efforts to continuously build their knowledge.
30. Look at your own development goals. Leaders that are effective at develop their team members tend to do a good job of working on their personal development.

