TEAM MEMBER VS. TEAM LEADER

WORKSHEET

TEAM MEMBER

- Scheduling appointments
- Dealing with clients
- Paying bills
- Researching
- Caring for facilities
- Dealing with IT issues
- Writing emails
- Attending meetings
- Counting inventory
- Controlling quality

TEAM LEADER

- Visioning, strategizing and goal setting
- Giving regular feedback to staff
- Finding great new staff for your team
- Disciplining and firing people
- Training/coaching people
- Mediating disputes/managing conflict
- Facilitating meetings
- Staying on track using budget numbers
- Listening to staff and noticing issues
- Connecting with key clients

RECORD YOUR REAL TIME 'TEAM LEADER' ACTIVITIES **IN THESE BOXES:**

Don't mind doing it, good at it:	**Love doing it, great at it:**
Don't love doing it, bad at it:	**Don't love doing it, good at it:**

Professional Leadership Institute (PLI) is an educatinal website providing its students with practical education in entrepreneurial leadership.

PDI's leadership courses will teach you the practical skills you need to build strong teams and enhance your career. The curriculum has been developed by a faculty that has experience successfully scaling businesses and in the coaching of high growth organizations. Our mission is to teach business owners, managers and career builders how to build strong teams by putting the right people in the right seats.

PDI also offers free leadership resources including articles, templates, tips, cheat sheets and reading lists.

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- Discovering and implementing core values
- Building a one-page strategic business plan
- Using DISC Personality testing at work and home
- Learning the process to hire a players
- Objectively assessing your team
- Enhancing your career through delegation
- Coaching based performance reviews
- Dealing with under performers
- How to fire with minimum pain and drama
- Building your personal annual plan

Start Learning Today