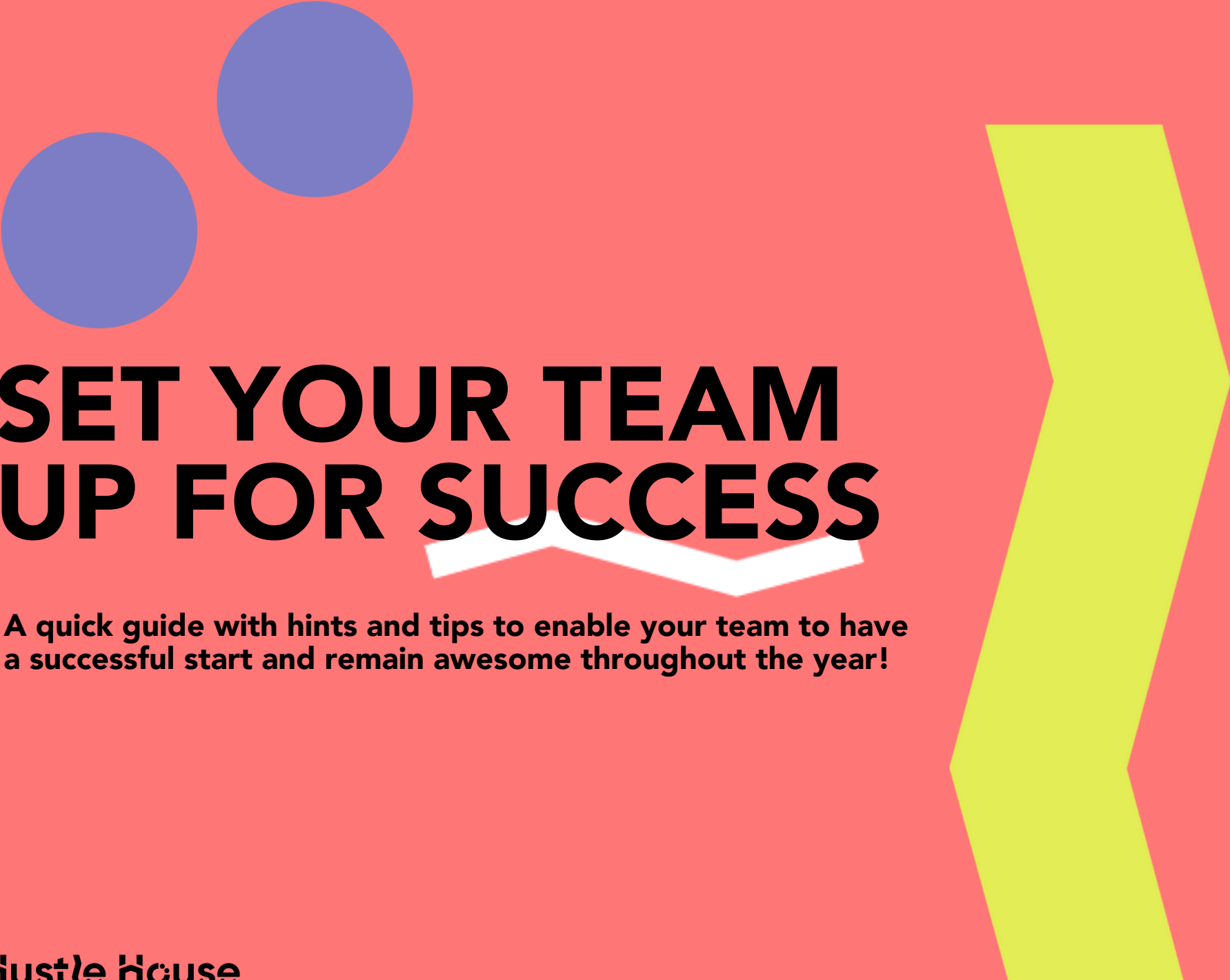




SET YOUR TEAM UP FOR SUCCESS

A quick guide with hints and tips to enable your team to have a successful start and remain awesome throughout the year!

1. Set a Vision for the Year



- You could set this out yourself or you could get your team to visualise success together, ensuring better buy-in throughout the year
- Use online collaboration tools such as virtual whiteboards to share ideas on what they want to achieve.
- Ask questions like:
 - How do you want to feel by the end of the year?
 - What do you want people to say about our team?
 - What do you want clients to say about our team?
 - If we could only achieve one key thing, what would that be?
- Try to distill it down into a single sentence or statement
- Then start to articulate and share with your team
- Remember to reiterate regularly

Extra Tip!

If you have the budget, send out fresh notebooks, pens or swag to your team members to get them excited for the year ahead.



2. Set Clear Goals and Measures of Success

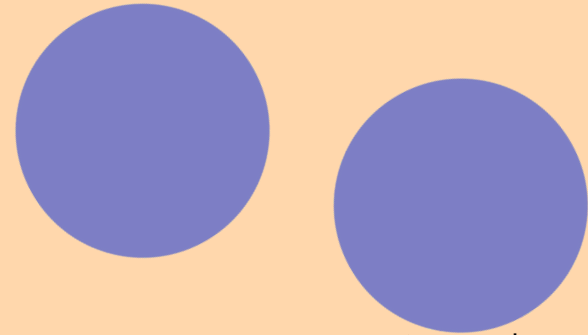
This is an obvious one but critical. People need to know what the priorities are and what good looks like, so make sure you have articulated the goals for the next quarter at least. Talk to your people in their 1-2-1s about their personal goals in relation to the team goals and make sure you regularly review progress altogether. Don't overload your team: keep the number of goals manageable and be strict in prioritising them.

3. Establish Routine Communications



Remote working requires regular communication at the macro and micro level so take the time to establish a clear programme of communication for your team. This helps manage expectations, gel the team together and makes sure everyone's aligned in terms of what they're working on. Types of communication to consider:

- 1-2-1's
- Weekly Team Meetings
- Quarterly Reviews/ Townhalls
- Monthly Business Updates
- Personal Development Meetings



Remember to provide opportunities for listening as well – you may want to set up surgery/open house type slots if you have a large team – and ensure your communication includes celebrating successes.

Consider the cadence of each type of communication and its purpose i.e. to advise, inform, brainstorm etc.



4. Focus on Personal Development

Career growth and development is one of the key drivers of engagement so make sure you proactively focus on developing your people. Spend time getting to know individual aspirations for the year ahead and make sure everyone has a personal development plan that they own, but that you both discuss together regularly (it can be a simple plan with goals and actions). Look for ways of sharing skills and knowledge within your team and beyond to create a culture of learning and trust.

5. Get to REALLY Know Each Other



Consider starting the year getting a deeper understanding of each other as a team. A great way to do this is with a team psychometric assessment, or you could go simpler and complete/share personal 'user manuals'. Check out our Free Resources for the template. There are many assessments you can use such as Myers-Briggs, DiSC, Belbin, Total SDI etc. These can be powerful in uncovering the way people work, interact and how they perceive each other. This can then build up an awareness across the team to better support decision-making and collaboration and reduce tension and conflict. At Hustle House we offer Total SDI to teams.

Extra Tip!

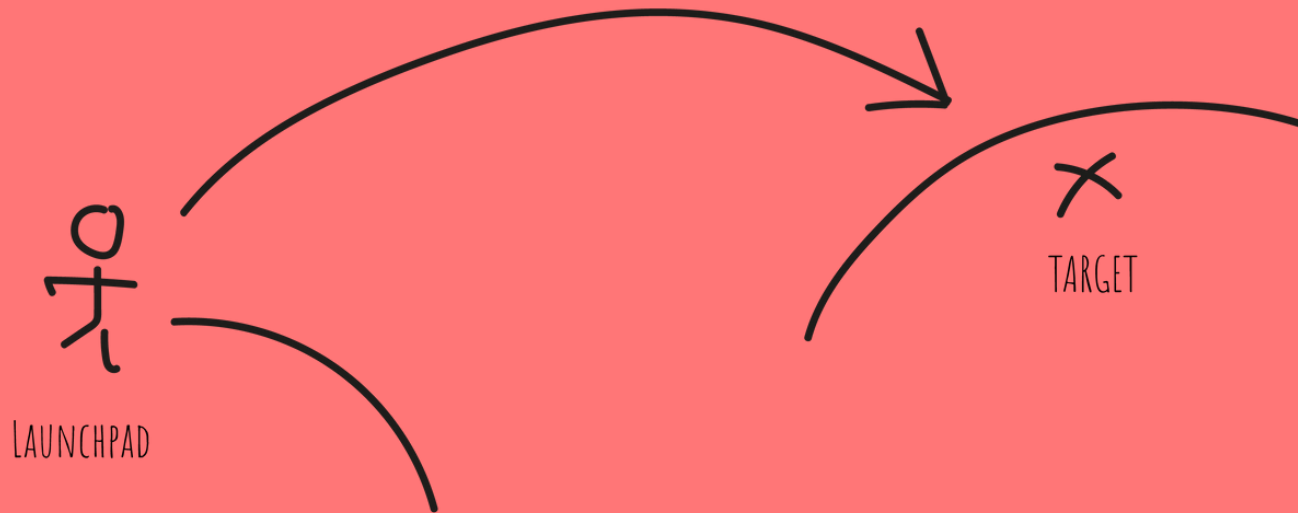
Send Deliveroo vouchers to team members who demonstrate they are going above and beyond so they can enjoy a free lunch for their hard work!



6. Build in Time for Fun to Strengthen Trust

Whilst doing team lunches or drinks is harder in a hybrid working world, keep your team connected and engaged beyond tasks and responsibilities. Remember that each person is unique and more than just their job title so schedule some time to build stronger relationships through non-work activities: maybe someone in your team is a wine connoisseur so get them to run a virtual wine tasting event! We all have passions and interests so plan some time to share these together.

If you want to learn more about building great teams, we'd love to talk. We're always happy to have a conversation about how you can create a culture where people love to work, especially around leadership, management and teams, so get in touch!



hello@hustlehouse.co

hustlehouse.co/resources

[Book a Zoom](#)

Hustle House

