



Team Leadership Working Through Problems

Problem	Underlying Cause	Strategies to Help Resolve
Low Motivation	<ul style="list-style-type: none"> • Team members may be assigned to committees rather than volunteering. • Team members may be overworked. 	<ul style="list-style-type: none"> • Encourage participation by asking for input from every member. • Identify what interests each team member does have and how it might benefit the team.
Continued Discussion on Purpose of Group	<ul style="list-style-type: none"> • Committee established by governing body using bureaucratic language. • Original group charter outdated or obsolete. • Lack of leadership or direction. • Large turnover of group leadership and membership. 	<ul style="list-style-type: none"> • Ask for guidance from administration. • Formally update or revise group charter. • Step away from "legalese" and define a "working" purpose or goal for the group. • Brainstorm with team on problems areas or issues related to topic area of group that can be tackled. • Once a goal is established and action items defined, defer continued discussion on group purpose until a later meeting. • Develop a clear transition plan for turning over group work to new team members.
Non-Attendance at Meetings	<ul style="list-style-type: none"> • Team members overworked. • Time conflicts with other obligations. • Low priority for team members. 	<ul style="list-style-type: none"> • Schedule regular meetings for the entire year. • Provide team members with the ability to call in to meeting. • Publish meeting minutes immediately and send via e-mail to team members. • Focus on the active team members. • Establish a quorum, or minimum number of team members required to be present.
Action Items Not Being Completed	<ul style="list-style-type: none"> • Team member is not clear on the scope or details of his or her assignment. • Team member does not have the resources or skills to complete action item. • Team member does not have time to complete the action item. 	<ul style="list-style-type: none"> • In team meeting, clearly define action item and review at end of each meeting along with responsible person identified to complete task. • Assign a due date to each action item. • Review and publish status of all action items in meeting meetings. • Talk with individual team members and ask what you can do to help get the action items completed. • If necessary, assign the action item to another team members. If this is not an option, consider talking to the team member's manager.