



The Blake Group

More Than Consulting. Solutions.™

[Website](#)

[Services](#)

[Free Resources](#)

[Books](#)

[About Us](#)

[Contact Us](#)

June 2017 Newsletter

6 Steps to Improve Projects & Utilize Team Member Talents

In order to ensure understanding, support and effectiveness of team members, it is important that you hold "walk-throughs" or review meetings with them. However, simply holding a meeting is not enough. The meetings should be action oriented, direct, to the point and serve to build a strong team commitment. Follow this sequence every time you meet over the next three months:

1. Prepare a written agenda. Attach a request that each member be prepared to provide all data and information from their area of assignment at least 1 day in advance.
2. Distribute copies of the agenda to the participants at least 2 or 3 days in advance.
3. During the meeting, as the group leader, pay attention to the following:
 - a. Avoid dominating the discussion. Be the catalyst for free exchange of information.
 - b. Encourage the generation of new ideas by avoiding curt dismissals to tentative proposals. Try to offer support to and build upon other's suggestions.
 - c. Be open to any disagreements with and criticism of your project management by being tolerant of opposing viewpoints.
4. Meet each problem that arises during the meeting with action assignments. If the project is encountering scheduling, budget or technical difficulties, work through them to determine how they will be solved. Assign responsibility for action required and determine who will contribute to this action. Set a date for completion of the tasks.
5. Summarize all major areas covered and decisions before you adjourn the meeting.
6. Distribute written action assignments within 24 hours of the meeting to all team members with specific names of people and due dates.



As the quality of the meetings improve: meeting length should be reduced significantly, the number of action items results will increase, and verbal participation of people will increase.

[Read More on How to Effectively Use Team Member Talents](#)

FREE ASSESSMENT

Does Your Team Trust Each Other?

Trust is an essential foundation of any high-performing team. We tend to trust others based on the consistency and predictability of their actions, the quality of their work, and their commitment to shared goals. Trust levels can also be affected by situational factors in the workplace. Ask members of your team to complete the following assessment. Take the [free assessment](#) now.

FEATURE BOOK



Leading Total Quality Mission, Volume 1 Aligning principles, practices and management By: Orlando E. Blake, PhD, CPT

Your role as a manager in promoting quality is critical. Management, at all levels, plays a key role in communicating quality as the performance priority, visibly setting an example, and teaching employees about the organization's quality mission. This book will equip you with quality insight. You can be an ambassador of quality practices in your organization.

[Order Here](#)

Call me today to discuss how to approach resolving conflicts and how to solve interpersonal, business, or other conflicts. I would be happy to learn more about your organization.

Sincerely,

Orlando E. Blake, PhD, CPT

The Blake Group
Organizational Consulting LLC
520.455.9393 / 877.844.4969
www.blake-group.com
oeb@blake-group.com



[Contact Me](#)

Testimonials

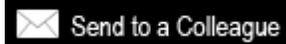
"Superior performance by the mediator in trying circumstances... would unconditionally recommend his services."

Christopher N. Oberg, Ph.D.
Executive Vice President
Western University of Health Sciences

Follow Us On:



Find Us on LinkedIn: Join us on LinkedIn today! Daily you strive to update and transform your career and by joining us on LinkedIn, we'll help you promote career opportunities and generate business relationships. We'll also share valuable information to strengthen your customer relationships and develop your leadership effectiveness.



© 2017 The Blake Group. All Rights Reserved.
Images provided by: David Castillo Dominici at FreeDigitalPhotos.net, jk1991 at FreeDigitalPhotos.net
Newsletter developed by Solutions for Growth