

How to Give Instructions to Your Team

The first step towards teamwork is to give accurate and timely instructions to your team members. When you are giving instructions to your team ensure you follow the step-by-step approach mentioned below.

Steps

- 1) Plan based on "What your team must be able to do as a result of your instructions?"
- 2) Organize the instructions in a form of a flowchart this will help your team members follow the exact sequence in which the activity need! to be carried out.
- 3) Develop checklists and templates that will enable your Team in carrying out what has been instructed.
- 4) Schedule a meeting with your team.
- 5) During the meeting first state the objective, importance and the scope of the meeting.
- 6) Describe the process flowchart in detail.
- 7) Give information on any additional inputs that will help your Team in performing each task.
- 8) Give inputs on resources needed to perform the task like, equipment, tools, templates, etc.
- 9) Once you finish giving the instructions ask someone to repeat the instructions and tell them to explain how they will carry it out.
- 10) Confirm if your team has understood the instructions.