

Short interval leadership



What is it?

Periodic, regular contact by the Team Leader with each member of the work group.

What can it be used for?

- To check on the status of key parameters.
- To provide an opportunity for each employee to get support or report problems without being a 'pest' of having to leave their work area.
- To determine if prior problems have been resolved.
- To ensure that 'little' problems or issues are highlighted.

How to do it:

1. Work Group members are issued with an issues sheet and note down any small problems they have in real time.
2. The Team Leader visits each employee at least twice a day for 15 to 30 seconds.
3. If there is a problem, they write it down and check it out.
4. They report the status at the next visit or the following day's work group meeting.

Tips and guidelines

- The work group should be less than 10 people. If numbers are greater, then informal leaders for this task should be sought out. It can be a useful first step for future potential team leaders.
- Give each team member a checklist or form upon which problems can be noted in real time – this makes sure that problems don't remain hidden because they don't seem like a 'big deal' a few hours later.