



Guide 13: Managing your Team

Key Definitions

Skill – the ability to do something well; expertise

Personal Development – the process of self-growth by doing activities to improve awareness, develop potential and improve employability

Learn

Why is Managing a Team so important?

Managing your team well is an important part of the successful running of your school business. You want your students to get as much business experience as possible and also generate income to support your school or the charitable cause you have chosen. **Making sure your team of students and staff members are happy, means a more productive working environment and better chances of running a sustainable school business.**

How to Keep your Team Motivated and Inspired

Help your students to value and encourage one another as they learn how to work effectively as a business team. Here are a few suggestions to motivate and inspire your team:

- **Enterprise Ambassador Award**

If your school has a big business team, you could pick one or two students each month to be ambassadors for the business. These students could be awarded a special certificate and have additional responsibilities, which is a great opportunity for them to develop their leadership skills. To award this position, you could either:

- Award the position to a student who demonstrated outstanding contribution, or
- Ask the students to vote for the ambassador.

- **Presentations from potential employers on the value of business, or visits to local companies**

You can ask local business leaders to come in and talk about the importance of developing entrepreneurial skills and what skills they value in their employees. Visiting local companies is also an inspirational way for your students to learn about the operations of a bigger business, and maybe even receive some training or find a mentor. These connections can also showcase your school business – local leaders may want to invest in your business later!

- **Hold an Assembly**

This is one of the fastest ways to spread the message about your school business and create excitement around it! Presentations and case studies are great tools to use in assemblies. Ask students who are running the business to present the positive achievements of the school business – this will be a great confidence and motivational boost!

- **Sharing your achievements with the School Enterprise Challenge team**

Share your achievements with our global community on your social media channels (Facebook page, Twitter, Blogs, etc.). This will motivate your students to aim high, as they can share their experience and success with other schools from all over the world!

Lessons Learned

Although in general businesses are overseen by school staff, when planning the daily running of the business, allow the students to be involved in the day-to-day activities across all areas of the business (sales, marketing, accounting and recordkeeping, production etc.). As part of their personal development, it is important to make time for your students to reflect on the skills they are learning and what areas they would like to work on or improve.

Ask your students to think about what skills they have learned and which they could grow further. For example:

- **Decision making skills:** by delegating responsibilities
- **Strategic thinking:** by seeking to see the “big picture” for their business in the longer term
- **Financial management:** by handling cash, writing invoices and receipts, filling in record books etc.

Check

Try answering these questions to check what you have learned. If you are not sure of the answers, go over this guide again before you move on.

1. **Why is it important to manage your team well?**
2. **To keep your business team motivated, name three ways you could reward students.**
3. **Think of 5 skills you can ask your students to reflect on. (Which skills may they have developed through the school business so far? Which skills may they like or need to grow further?)**

Do

Once you have launched your school business, try using different methods of keeping your team motivated! **After at least three months** of running your school business, you could write about business team management in the following section on your **Bronze Annual Report template**.

Do these activities:

Fill in your Bronze Annual Report template: Done 

1	Keep your team motivated and inspired using some of the ideas in this guide	Section D: Achievements, Challenges and Solutions	
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