



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

Mentor – support and advise or train someone, especially a younger colleague

Learn

Why is Managing a Team so important?

Managing your team well is an important part of the successful running of your school business. Making sure your team of students and staff are happy means a **more productive working environment, better chances of running a sustainable school business** and the **opportunity** for your students to gain **key skills** to support them later in life.

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**
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 for the month.
- **Local business presentations/visits**
Ask local businesspeople to come in and talk about the importance of entrepreneurial skills, or take the team on a tour of a real-life big business in action.
- **Hold an Assembly**
Spread the message about your school business and create excitement around it through presentations and case studies. 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 social media (Facebook page, Twitter, blogs, etc.). This will motivate your students to aim high, as they can share their experience and success with other schools around the world.
- **Reflect regularly on skills developed**
Discuss how much you have grown as individuals and a team and plan which skills to focus on developing next! Self-reflection is an important part of personal development.

Planning as a Key Tool & Team Meetings

Good forward planning is essential to managing your team smoothly. If roles and responsibilities are structured well, it will make business activities easier to manage. Here are four tips for great planning:

1. Keep track of who is responsible for which tasks: refer back to your Operational Plan and staff rotas.
2. Set deadlines for all tasks to be completed.
3. Review progress regularly – choose a student to be in charge of this each week.
4. Work together to reach your goals and celebrate when you achieve them!

When planning the daily business operations, **allow the students to be involved in the day-to-day activities across all areas of the business** including sales, marketing, accounting, recordkeeping, and production.

Team meetings are vital for management and communication. Meetings run properly can **save time, increase motivation, improve productivity, and solve problems by generating new ideas!** Focus your team meetings by distributing an **agenda** before the meeting and having a **rotating chair** who keeps the discussion on track and on time. By the end of the meeting, list concrete **action items** and check up on these plans in the next meeting.

Mentoring New Team Members – Handing Over the Business

The value of a business is built upon the **sustainability of the operating plan**. Here are some tips to prepare new members to run the business one day:

- **Document** all the business' processes and procedures, forming a “how-to” operating manual for every role
- **Offer shadowing sessions** where potential new team members can follow experienced ones to get a taste of how the business works in real life
- **Build a culture of knowledge sharing** through team meetings, school assemblies and social networks
- **Reward excellent performance** for students who demonstrate initiative and the capacity to lead. A business full of up-and-coming potential leaders is more likely to be a sustainable one!

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. **What are the benefits of managing a team well?**
2. **How can you run team meetings effectively?**
3. **Name three ways you can prepare to hand over the business to new team members.**

Do

Once you have launched your school business, try using different ways of keeping your team motivated and start preparing to mentor new students to join the team.

After at least three months of running your school business, you could write about business team management and your mentoring plan in the following sections on your **Silver Annual Report template**.

Do these activities:

Fill in your Silver Annual Report template: **Done** 

1	Keep your team motivated and inspired using some of the ideas in the guide	Section D: Achievements, Challenges and Solutions	
2	Plan how you will mentor new students to keep the business running sustainably	Section E: Sustainability and Business Development (Question 8)	