

10 Tips (plus a bonus tip) to Facilitate Accountability and to Build Trust Among Your Teams

by LaCrisia "Cris" Gilbert, Organizational Ombudsman, National University

1. Define the duties.
2. Be clear with prospective employees during the interview process.
3. Define your expectations in a workplace policy manual, faculty and student handbooks.
4. Outline the time commitment and set aside adequate time for each task.
5. Be careful to not overload your staff with too many commitments or too many interruptions.
6. Follow through by putting a note on your calendar to check on progress.
7. Avoid showing favoritism toward specific team members.
8. Encourage your team members to stand up and lead!
9. Open the lines of communication by having an open-door policy.
10. Ask your team members to bend over backwards for each other.
11. Bonus tip: True teamwork means encouraging individual leadership development.