

How to Improve Productivity in the Role of a Team Supervisor

The productivity of a team will largely determine how quickly goals and milestones are met within a project. Without the right motivation, a team can quickly drift from their main purpose and the project goal will become harder to attain. A team supervisor has the role of managing the team and making sure that everything is going smoothly. With the right strategy and motivation, you can improve productivity in the role of a team supervisor.

Step 1

Provide a good example as team supervisor. The leader of a team will set the entire tone of the team's performance. If you are working hard and are motivated, chances are your team members will be as well. Make sure to arrive on time and put a positive energy into your work. This will rub off on your team and help them keep their productivity at a high level.

Step 2

Set achievable goals for team members. This is particularly important in large projects where the end goal may be months down the road. Employees perform at a higher level of productivity when goals are clear and achievable. Break large projects down into specific milestones that are easy to achieve. This will help the entire team visualize the process towards finishing the project and help them feel as though they are making progress on a daily basis.

Step 3

Assign the right tasks to the right team members. Teams are made up of individuals and each employee is going to have a different skill set and different competency levels. Make sure that the right team members are assigned to the right tasks and monitor their progress. If one member appears to be floundering at their task, they may need to be assigned to a different spot within the team.

Step 4

Hold regular meetings to discuss progress. Everyone on the team needs to be on the same page. Depending on the size and scope of your project, as well as how many team members you have, you may need to hold these meetings daily. Smaller projects with fewer members would be able to hold fewer meetings, provided that everything is progressing as it should.

Step 5

Reward achievements along the path of the project. When a team hits a specific milestone, make sure to reward their progress. This can be done with a free lunch, or even bigger incentives. Employees need to feel appreciated to stay productive and motivated. Even small incentives can help a team supervisor keep a team on task and performing at a high level of productivity.