Staying Steady:
Managing Your Team Through Smooth and Rough Waters

About this Workshop:

In this workshop, you'll learn practical strategies to lead your team effectively, no matter the circumstances. We'll explore tools for setting clear goals by leveraging your team's strengths and identifying growth opportunities, as well as a proven approach to delegating tasks in a way that keeps everyone engaged and accountable. Whether you're navigating challenges or enjoying steady progress, these methods will help you manage your team with confidence and clarity, leading to positive impact and success. Hanna Campbell of Circles & Letters, LLC will be your presenter.

Workshop Agenda:

- Intro, Welcome, Framing
- Creating Strategies and Developing Goals Using SOARR
- Best Practices on Delegating Using CLEAR
- Closing Remarks and Q&A

Opening Reflection:

How's the water for you and your team right now?

SOARR Framework

STRENGTHS	Identify what's working well within your team or organization.
OPPORTUNITIES	Explore areas for growth or new initiatives.
ASPIRATIONS	Define the desired future state for your team.
RESULTS	Outline measurable outcomes to track progress.
RESPONSIBILITIES	Clarify roles and ensure accountability.

Complete a SOARR Analysis for Your Team

Strengths	*In what ways is your team thriving right now? What outcomes, products, or services are you most proud of?*
Opportunities	*What new initiatives, growth opportunities, or possible outcomes are feeling really exciting to you at this moment?*

Aspirations	*At the end of the 24-25 AY or the 2025 FY, what does success for your team look like?*
Results	*What measurements or metrics would help you determine that your team was successful?*
Responsibilities	*List each member of your immediate team. How can each team member contribute to these results?*

CLEAR Framework

CLARIFY	Define tasks and why they matter.
LEVERAGE	Use team members' strengths effectively.
ENGAGE	Involve the team in planning and decision-making.
ASSIGN	Clearly delegate responsibilities.
REVIEW	Set up regular check-ins and monitor progress.

Practice Delegation with CLEAR

I am delegating: _____

I am delegating to: _____

	What are the outcomes that you are hoping to see? Why do these outcomes matter?
Clarify	

Leverage	*What strengths does this person have? How do you see this person positively contributing to the outcomes?*
Engage	*What can you do or say to gather their input on the task and outcomes? What choices or decisions will they have here?*
Assign	*When will you delegate this to them? How can you support them in feeling ownership over this work?*

Review	*How will you monitor progress? What would you need to see to know that they are on-track?*