

A team leader is someone who provides direction, instructions and guidance to a group of individuals, who can also be known as a team, for the purpose of achieving a certain goal. Team leaders serve various roles in an organization. They: Develop strategies.

An effective leader will know her team members strengths, weaknesses and motivations.

Roles

Team leaders serve various roles in an organization. Their job is to get tasks done by using all of the resources available to them, including other employees or **team members**. Below is a list of some important roles a team leader must often take on:

Develop a strategy the team will use to reach its goal

Provide any training that team members need

Communicate clear instructions to team members

Listen to team members' feedback

Monitor team members' participation to ensure the training they providing is being put into use, and also to see if any additional training is needed

Manage the flow of day-to-day operations

Create reports to update the company on the team's progress

Distribute reports to the appropriate personnel

Responsibilities

A team leader is responsible for guiding a group of employees as they complete a project. They are responsible for developing and implementing a timeline their team will use to reach its end goal.

Some of the ways team leaders ensure they reach their goals is by delegating tasks to their members, including themselves.