

HOW TO DEVELOP A TEAM

INTRODUCTION

I. USE CBLT STUDENTS AS MUCH AS POSSIBLE

- A. Already know your CBLT philosophy
- B. In tune with total ministry of the CBLT Center
- C. Less conflict in schedules, etc.
- D. Shows continuity to students and families

II. BE SURE HIS WIFE IS IN AGREEMENT

- A. Have wife at initial interview
- B. Be sure wife understands degree of involvement
- C. Prevent undue pressure on team member by wife

III. IN-SERVICE TRAINING

- A. Meet with course coaches in August just before students begin their fall studies
- B. Cover job responsibilities
- C. Review procedures
- D. Build enthusiasm
- E. Check for new relevant material

IV. BE SURE COURSE COACHES UNDERSTAND THE SCOPE OF THEIR RESPONSIBILITY

- A. Primary responsibility
- B. Secondary responsibilities

V. HAVE A CBLT CENTER CALENDAR

- A. Allows team to know what to expect
- B. Include holidays, reporting periods, graduation, workshops, outings, etc.
- C. Be jealous of their time

VI. MAINTAIN CBLT CENTER TEAM DEVOTIONS

- A. Realize this may be the only spiritual encouragement some have outside of church
- B. Assign time for each team member to give a devotion
- C. Keep it brief, but emphasize its importance
- D. Share one key thought only-- don't mingle in business

VII. REMEMBER YOUR TEAM WANTS TO BE INSTRUCTED

- A. Makes them feel more secure
- B. Makes them feel more valuable. (Research shows greatest psychological problem of low level employees is sense of self-worth)
- C. Communicate

VIII. ESTABLISH BI-WEEKLY COURSE COACH MEETINGS

- A. Allow time for input from course coaches

- B. Have something PLANNED for the meeting. (Cover procedures, use CBLT material)
- C. Be considerate of their time

IX. GET THEM TO THE LTS WORKSHOPS

- A. Builds enthusiasm
- B. Builds confidence
- C. Shows the team you care about their professionalism

X. DEVELOP A FAMILY ATMOSPHERE

- A. Be open and sharing
- B. Schedule regular times of fellowship
- C. Involve wives
- D. Beware of “cold organization”

XI. OBSERVE AND EVALUATE THEIR WORK

- A. PLAN your time to allow observation
- B. Observation and evaluation will build the team’s confidence in you
- C. Observe all areas: office, warehouse, seminars, home relations, etc.
- D. Talk to the team and relate your observations
- E. Use sandwich psychology — it works

XII. SHOW APPRECIATION

- A. By notes or cards
- B. Verbally
- C. Show appreciation publicly

XIII. DON’T MINIMIZE PERSONALITY CONFLICTS

- A. Don’t assume the conflict will go away
- B. Bring the involved parties to the office and clear the air
- C. Act swiftly to resolve problems

XIV. PLAN AN ANNUAL TEAM RETREAT

- A. Plan for a Friday-Saturday, near the end of the academic year
- B. Take the team away, if possible, overnight
- C. Review and evaluate the past year
- D. Plan for the next year
- E. Plan some fun activities

XV. TEACH THE PRINCIPLE OF SPIRITUAL AUTHORITY AND CHAIN OF COMMAND

IN SUMMARY: LOVE THEM!!!!