Tips for Managing a Large Team

Managers are usually adept at handling small teams, but as companies develop and grow, you need to be ready to lead larger groups. Here are some tips for a seamless adjustment:

Communicate your expectations

New team members should understand your expectations regarding performance, availability and reporting status. Set standards and communicate them to all team members, regardless of their location. At the same time, determine and manage their expectations of you.

Match team members to the right work

Align individuals with projects best suited for their talents. For example, pair your extroverts with projects requiring active collaboration, while analytical and introverted team members might perform better on research-focused initiatives.

Schedule regular team meetings

Technology makes it possible to set up meetings, no matter where team members are located. Everyone should prepare for these meetings and be ready to provide updates and suggest project improvements.

Develop backup and information-access policies

When managing a time-sensitive or high-level project, assign involved team members with backup. This helps maintain progress in case of illness or emergency. Be sure key people have access to related files and contact information.

Establish an effective performance-review system

A large staff requires more preparation for individual performance reviews than a small team. Review online evaluation tools and appraisal systems geared toward managing larger teams. Staff should understand that performances are regularly monitored and evaluated.

Step back and assess

Set up a schedule to objectively assess the quality of work your team generates. Is there sufficient communication between all parties? Are processes running smoothly? What functions need to be adjusted to improve efficiency?

A large or remote team can be effectively managed when lines of communication stay open and team members understand what's expected of them.