

# Leading your team while balancing demands from your boss

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# About the session

- **Practical tips for:**
  - Managing your workload
  - Managing people
  - Managing your time
- **Q& A session**

# Managing your workload

## Sharing the load

# Practical tip #1

**Trust** people to step-up

Give **problems to solve**, not tasks to do



# Practical tip #2

**AiA** (Acting in Absence) is the way!

**Train** your team to do **your job**



# Managing people

## Managing your manager

# Practical tip #3

**Leadership** is not always top-down  
**Managing upwards** works!



# Practical tip #4

Make **one-to-ones** matter  
For **managers** and **managed!**





Managing your time  
Forget your memory

# Practical tip #5

Forget memory (**and to do lists**)!

Master your Outlook **calendar**

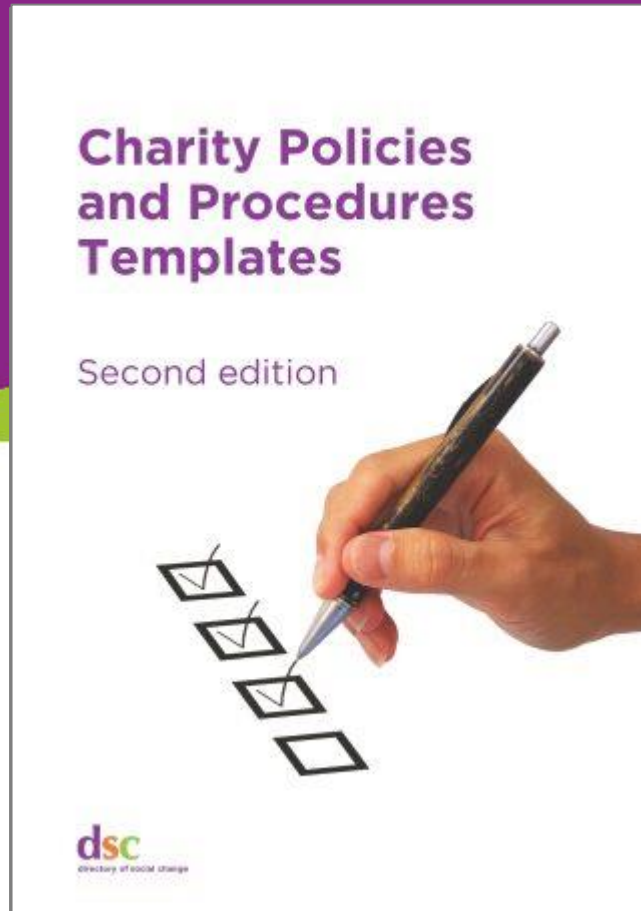


# Bonus Tip!

Be **open** with figures

**Brief** staff on the **finances**





## 55 policies and procedures, including:

- **Acting in Absence Policy**
- **Guidance for Managers on Effective One-to-ones**
- **Guidance for Staff on Effective One-to-ones**
- **Handover Notes Policy**
- **Management & Leadership Policy and Standards**
- **Performance Review Procedure**
- **Scheme of Delegation Policy**
- **Team Briefing Policy**

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