

Leadership and Management Best Practices with Example Behaviors

Leadership Practices	Management Practices
<p>Build relationships</p> <ul style="list-style-type: none"> • Express appreciation of lab members • Communicate with transparency and respect • Inquire about lab members' career goals and interests 	<p>Hold effective meetings</p> <ul style="list-style-type: none"> • Hold regular weekly team meetings with lab members • Establish routine one-on-one meetings • Create and use a written meeting agenda
<p>Encourage lab member engagement</p> <ul style="list-style-type: none"> • Invite feedback on lab operations • Credit lab members for their contributions • Encourage all lab members to have a voice 	<p>Establish rigorous research habits</p> <ul style="list-style-type: none"> • Emphasize that detailed record keeping is essential • Store all research data in a central location • Discuss data interpretation openly with lab members
<p>Create a team atmosphere</p> <ul style="list-style-type: none"> • Communicate expectation of mutual respect • Bring lab members together to get to know each other 	<p>Learn from mistakes and problems</p> <ul style="list-style-type: none"> • Respond to mistakes in a supportive manner • Communicate that it is acceptable to share concerns
<p>Address conflict</p> <ul style="list-style-type: none"> • Help lab members resolve interpersonal conflicts • Welcome lab members to voice their concerns 	<p>Provide oversight</p> <ul style="list-style-type: none"> • Review work and ensure procedures are followed • Be available to lab members
<p>Celebrate successes</p> <ul style="list-style-type: none"> • Tell lab members when they have done good work • Encourage lab members to celebrate successes 	<p>Prioritize compliance and integrity</p> <ul style="list-style-type: none"> • Articulate the importance of research ethics rules • Establish and follow written compliance procedures
<p>Provide routine feedback</p> <ul style="list-style-type: none"> • Provide positive feedback in a timely manner • Give direction when work does not meet expectations 	<p>Establish operational and training procedures</p> <ul style="list-style-type: none"> • Develop a manual of procedures for the lab • Ensure lab members receive necessary training
<p>Individualize interactions</p> <ul style="list-style-type: none"> • Assign tasks to lab members based on knowledge, skill level, and when possible, interests • Adjust interactions with each lab member depending on their skill, knowledge levels, and needs 	