

Empowering Teams with the Big-Picture Vision

BALANCE CLARITY WITH COMPASSION

- Find a balance between **authority** & **approachability**. Set boundaries & expectations clearly while also being empathetic & accessible.
- **Consistency** in decision-making and leading by example builds **trust** & **respect**.
- Focus on **guiding** your team, not just managing them.
- Own your **unique** style, rather than trying to fit into a management mold.
- **Confidence** comes from being **authentic**, **transparent** & willing to face challenges head-on.

SESSION LED BY:



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EFFICIENT MANAGEMENT TIPS

- **Frequent pulse checks with your teams.**
Every Engineer is different, have open & honest conversations with them. Create a safe space for feedback loops.
- **Priority vs. Important.**
When you have a million things on the to-do list, taking 5 minutes to chat through what's essential versus what's important can help realign your team and improve efficiency.
- **Wider team collaboration.**
Invite other teams into your comms channels to help keep everyone aligned and up to date on wider projects.

OPTIMISING TEAM FOCUS

- Reduce context switching through structured calendars & time-blocking
- Some Engineers naturally excel in context switching. By acknowledging this, we can better leverage their individual strengths for the benefit of the team.
- Encourage Engineers to outline their daily 'Top 3 priorities'. Nice & simple, keeps teams on priority tasks.
- Introduce role rotation (e.g., bug basher/ first responder) to eliminate distractions for the entirety of the team.
- Use shared planning boards to connect sprint goals.

TRIAL AI

Trial as many AI tools as possible, until you find the one that works best for you & your team:



YOUR TIME IS PRECIOUS

Having back-to-back meetings can be mentally tiring, protecting your own time is important.

- Is there a clear agenda, actions & reason for meetings?
- Can a 60-minute meeting be reduced to 45, to allow for decompression time?
- Could introducing focus time or meeting-free afternoons help encourage deeper quality, undisturbed work?
- [Reclaim.ai](#) is a great management tool that helps you find the best times & stick to your downtime around meetings.

UTILISING AI

AI is a forever-evolving tool that is designed to help you. Using AI doesn't mean you are disengaged – **it's your friend!**

Here are some simple ways Engineering leaders are embedding AI into their days:

- Meeting transcriptions & summaries (Otter, TL;DR)
- Structuring performance reviews
- Generating interview questions
- Async standups & planning support
- Consolidating shorthand notes & producing summaries of key business decisions to share with wider teams
- Ask AI to challenge your own opinions & thoughts, this helps to give perspectives you may not have considered.

AI tools are great at building a log of your conversations, you can use this to your advantage. Train your AI tool with your preferences in:

- **Language**
- **Tone of voice**
- **Formatting**
- **Use of emojis/ grammar**

REMEMBER!

AI only knows what you put in.

→ Always check the output, especially when used on the likes of performance reviews.

Book recommendation: Leadership beyond the management track

A roadmap emphasising the importance of leadership, strategy, & mentorship for success beyond conventional management track.

MANAGING ADMIN THROUGH AI

- Use AI for meeting notes, performance review drafts, & async updates.
- It can act as a sounding board for communication tone, difficult conversations.
- Encourage Engineers to experiment with AI tools to support learning, there are so many on the market, paid and free. Trial as many as possible.
- Be cautious of tone, privacy & over-automation. Maintaining your human tone is super important.
- Make sure to double-check everything AI produces for accuracy.