

## LEADERSHIP DEVELOPMENT POINTS OF DISCUSSION

### LEADERSHIP TRAITS

**L**OGICAL

**E**NERGETIC

**A**TTENTIVE

**D**EPENDABLE

**E**NTHUSIASTIC

**R**ELIABLE

**S**TEADY

**H**ELPFUL

**I**NDUSTRIOUS

**P**ERSUASIVE

### LEADERSHIP

- The Process Of Influencing An Organized Group Toward A Common Goal
  - ✓ Leadership is a matter of how to be, not how to do
  - ✓ Leaders succeed through the efforts of others
  - ✓ Leaders build bridges with the help of others
  
- What qualities makes a good leader?
- Why do you follow someone?
  - ✓ Believe in what they are doing
  - ✓ Cause
  - ✓ Honesty in their presentation
  - ✓ Trustworthy
  - ✓ Reputation
  - ✓ Helpful in many ways
  - ✓ Accommodating
  - ✓ Good attitude - be positive
  - ✓ Listens and understands
  - ✓ Listens and hears what is said
  - ✓ Knowledgeable
  - ✓ Has expertise
  - ✓ Makes things happen
  - ✓ Seeks accomplishments

## **LEADERS SHOULD**

- Use a team approach
  - ✓ Involves everyone
- Have clear control
- Set clear goals
  - ✓ Be specific
- Enforce fair rules
- Be fair and listen to reason
- Get job done efficiently
  - ✓ Increase productivity
- Be flexible
  - ✓ Don't be too rigid
- Listen and understand feelings
  - ✓ Human side of person
- Be logical but take charge
- Lay out the job clearly

## **LEADERS SHOULD**

- Offer stability and predictability
- Have certain organizational skills
  - ✓ Establish clear agenda
- Be a planner and implement directions
- Be accountable
- Delegate effectively
  - ✓ Plan efficiently
- Keep everyone informed
- Act as a negotiator
  - ✓ Troubleshooter

## **LEADERS SHOULD**

- Be a role model
- Communicate beliefs
- Discuss expected results
- Set a positive tone
- Be exact in their expectations
- Be a mentor
  - ✓ Assist or help others
- Be a good people person

## LEADERSHIP SKILLS

- Recognize differences in people
- Learn to mesh strengths and weaknesses among groups
- Be a team player
- Create various programs to assist others
  - ✓ Mentoring
- Manage conflict
  - ✓ Resolve problems
- Be a motivator
  - ✓ Show them how
- Give others a sense of self-worth, belonging and responsibility
- Be patient in explaining and answer all questions
- Works well with other colleagues
- Be confident to led and humble enough to recognize it is a collective effort for success

## VOLUNTEERS

- How do you get volunteers?
- People will volunteer if they are interested in the subject
- Assist them in learning about the subject
- Ask them for help when you need it
  - ✓ One on one personal touch
- Explain how important it is to you that you need them to do the job
- Make it a fun job

## VOLUNTEERS

- Make them feel important
  - ✓ Recognize them
- Always remember to praise and thank them for the job they did whether it was the best or not
- Ask them again to come back
- Explain it
  - ✓ Is it a short or long term job?
- Show you are organized
- Commit to the project
- Provide resources and training

## VOLUNTEERS

- Be flexible with a volunteer
- Intangible benefits
  - ✓ Develop themselves
  - ✓ Decision making process
- Encourage the heart
  - ✓ Recognize good work
  - ✓ Celebrate accomplishments
- Enable others
  - ✓ Build spirited teams
  - ✓ Mutual respect
  - ✓ Collaboration

**SUMMARY**

- Ingredients of a successful leader are found as much in the heart as in the head
- Remember everyone is an individual and thinks differently
- Show them you have a heart
- Gain their respect
- They will follow you!

**TEN COMMITMENTS OF LEADERSHIP**

**PRACTICES**

**COMMITMENTS**

<p><b>Challenging The Process</b></p>	<p>1) <b><u>SEARCH</u></b> out challenging opportunities to change, grow, innovate, and improve.            2) <b><u>EXPERIMENT</u></b>, take risks, and learn from the accompanying mistakes.</p>
<p><b>Inspiring A Shared Vision</b></p>	<p>3) <b><u>ENVISION</u></b> an uplifting and ennobling future.            4) <b><u>ENLIST</u></b> others in a common vision by appealing to their values, interests, hopes, and dreams.</p>
<p><b>Enabling Others To Act</b></p>	<p>5) <b><u>FOSTER</u></b> collaboration by promoting cooperative goals and building trust.            6) <b><u>STRENGTHEN</u></b> people by giving power away, providing choice, developing competence, assigning critical tasks, and offering visible support.</p>
<p><b>Modeling The Way</b></p>	<p>7) <b><u>SET</u></b> the example by behaving in ways that are consistent with shared values.            8) <b><u>ACHIEVE</u></b> small wins that promote consistent progress and build commitment.</p>
<p><b>Encouraging The Heart</b></p>	<p>9) <b><u>RECOGNIZE</u></b> individual contributions to the success of every project.            10) <b><u>CELEBRATE</u></b> team accomplishments regularly.</p>

Source: The Leadership Challenge by James M. Kouzes and Barry Z. Pozner ©1995