

# LEADERSHIP DEVELOPMENT

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# **LEADERSHIP DEVELOPMENT**

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**"In any institution or undertaking, the importance of people transcends all else."**

**General Robert H. Barrow  
27th Commandant  
United States Marine Corps**

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**MANAGEMENT**

**VS.**

**LEADERSHIP**

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## What is MANAGEMENT?

- May be considered a science.
- Management is a process that relies on using such skills as planning, organizing, and controlling to accomplish tasks or projects.

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## What Is LEADERSHIP?

- ❑ NO SINGLE DEFINITION. May be considered an art.
- ❑ LEADERSHIP - the process of influencing an organized group toward a common goal
- ❑ LEADERSHIP - the process of influencing or guiding others to pursue a course of action by means of communication and motivation.

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You Want To Be A

**LEADER**

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## Leadership Traits

- L**OGICAL
- E**NERGETIC
- A**TTENTIVE
- D**EPENDABLE
- E**NTHUSTASTIC
- R**ELIABLE
- S**TEADY
- H**ELPFUL
- I**NDUSTRIOUS
- P**ERSUASIVE

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## What Is LEADERSHIP?

- 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



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## What Qualities Make A Good Leader?

An Effective Leader Will:

- Strive to reach consensus.
- Encourage a participatory environment.
- Encourage member development, provide opportunity for varied experience.
- Evaluate potential for leadership.
- Not overload individual members.
- Be available for guidance, assistance.

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## What Qualities Make A Good Leader?

Leaders should:

Use a team approach

✓ Involve everyone

Have clear control

Set clear goals

✓ Be specific

Enforce fair rules

✓ Be fair and listen to reason

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## What Qualities Make A Good Leader?

Leaders should:

- 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
- Layout the job clearly

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## What Qualities Make A Good Leader?

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

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## What Qualities Make A Good Leader?

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

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## Responsibilities Of Leaders

- Encourage teamwork.
- Delegate responsibility and provide proper support.
- Facilitate 2-way communication and provide feedback.
- Make decisions in a timely manner.

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## 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

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## Leadership Skills

- 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



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Never Forget That Everyone Is A

**VOLUNTEER**

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## 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

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## 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

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## 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

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## 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

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## Why Do You Follow Someone?

- Be positive
- Listens and understands
- Listen and hear what is said
- Knowledgeable
- Has expertise
- Makes things happen
- Seeks accomplishments

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## Dos and Don'ts

- Provide notice if expect report, don't surprise.
- Allow inputs when proposing changes.
- Work to create consensus, listen to opposition.
- Keep a sense of humor, do not get angry.
- Praise is often more important than money.
- Never publicly apply discipline, do it in private.
- Avoid polarization of the membership.
- Don't demand.
  - ✓ Request or recommend.
- This is a volunteer organization.
- Good leaders try to persuade or motivate.
- Use common sense.

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## Ten Commitments Of Leadership

### Challenging The Process

- ❑ **SEARCH** out challenging opportunities to change, grow, innovate, and improve.
- ❑ **EXPERIMENT**, take risks, and learn from the accompanying mistakes.

### Inspiring A Shared Vision

- ❑ **ENVISION** an uplifting and ennobling future.
- ❑ **ENLIST** others in a common vision by appealing to their values, interests, hopes, and dreams.



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## Ten Commitments Of Leadership

### Enabling Others To Act

- ❑ **FOSTER** collaboration by promoting cooperative goals and building trust.
- ❑ **STRENGTHEN** people by giving power away, providing choice, developing competence, assigning critical tasks, and offering visible support.

### Modeling The Way

- ❑ **SET** the example by behaving in ways that are consistent with shared values.
- ❑ **ACHIEVE** small wins that promote consistent progress and build commitment.

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## Ten Commitments Of Leadership

### Encouraging The Heart

- RECOGNIZE** individual contributions to the success of every project.
- CELEBRATE** team accomplishments regularly.

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## 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 and gain their respect
- They will follow you!