



LEADERSHIP

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Leadership

Program Objectives

(1 of 2)



Determine what defines a leader.



Understand your style as a leader.



Develop strategies to lead with greater effectiveness.



Choose an effective leadership style.

Program Objectives

(2 of 2)



Motivate through example, method, and approach.



Sharpen your communication skills (the foundation).



Practice, discuss, and problem- solve.

Leadership

Leadership is a complex process involving three dimensions:

The leader

The employees

The demands of the
situation



Why People Need Leaders

People need leaders to...

Inspire them

Guide them

Motivate them

Provide direction

Model behavior

Initiate change



Leadership Theories

(2 of 4)

Trait Theory:

Are there characteristics that make a good leader?



Are characteristics and leadership ability gender-based?



Are leaders born, not bred, or can leadership skills be developed?



Leadership Theories

(3 of 4)

Behavioral Theory:

Are leadership skills
and behaviors
possible to develop?



Structure-based –
Focuses on the leader
using structure – task-
oriented



Relationship-based –
Focuses on
development and
maintenance of
relationships –
process-oriented



Leadership

Leadership Theories

(4 of 4)

Contingency Theory:

Can leadership characteristics be different for each leader?

Can different styles of leadership be used in different situations?

Effective Leadership Checklist

(1 of 5)



Able to handle the boss or other managers.

Able to manage time wisely – can establish priorities and not get bogged down by minor details.

Results-oriented: "I do not care how you do it. Just do it."

Effective Leadership Checklist

(4 of 5)

Decisive even in highly ambiguous situations.

Not paralyzed into inaction due to a lack of information.

Politically skilled.

Able to use authority wisely: Too much use of authority, and you are a tyrant; too little, and you are a cream puff.

Profiling Leadership

Leadership Behavior

Depends on personal qualities and learned skills.



Leadership Qualities

Reflect both inborn traits and acquired attitudes.



Leadership Skills

Reflect both learned skills and management experience.



Leadership

Leadership Behavior

(1 of 2)

Leaders behave differently from people who use only management skills, regardless of the situation.

Leadership behavior changes somewhat from one management situation to another.

Leadership Elements of Leadership

It is a process that continually changes with the relationship between the leader, the employee and the situation.

It involves the exercise of influence or the use of power.

It has a sense of direction to it and involves a sense of accomplishment.

It takes place in the context of situations.

Leadership

Leadership Qualities

(1 of 2)

A Leader:

Is self-confident.

Respects others.

Inspires others.

Works at all levels.

Is knowledgeable.

Is creative/visionary.



Leadership

Leadership Skills

How leaders behave.

?



The most important leadership skills.

How leadership actions differ from management.

?



The qualities and skills useful in all management situations.

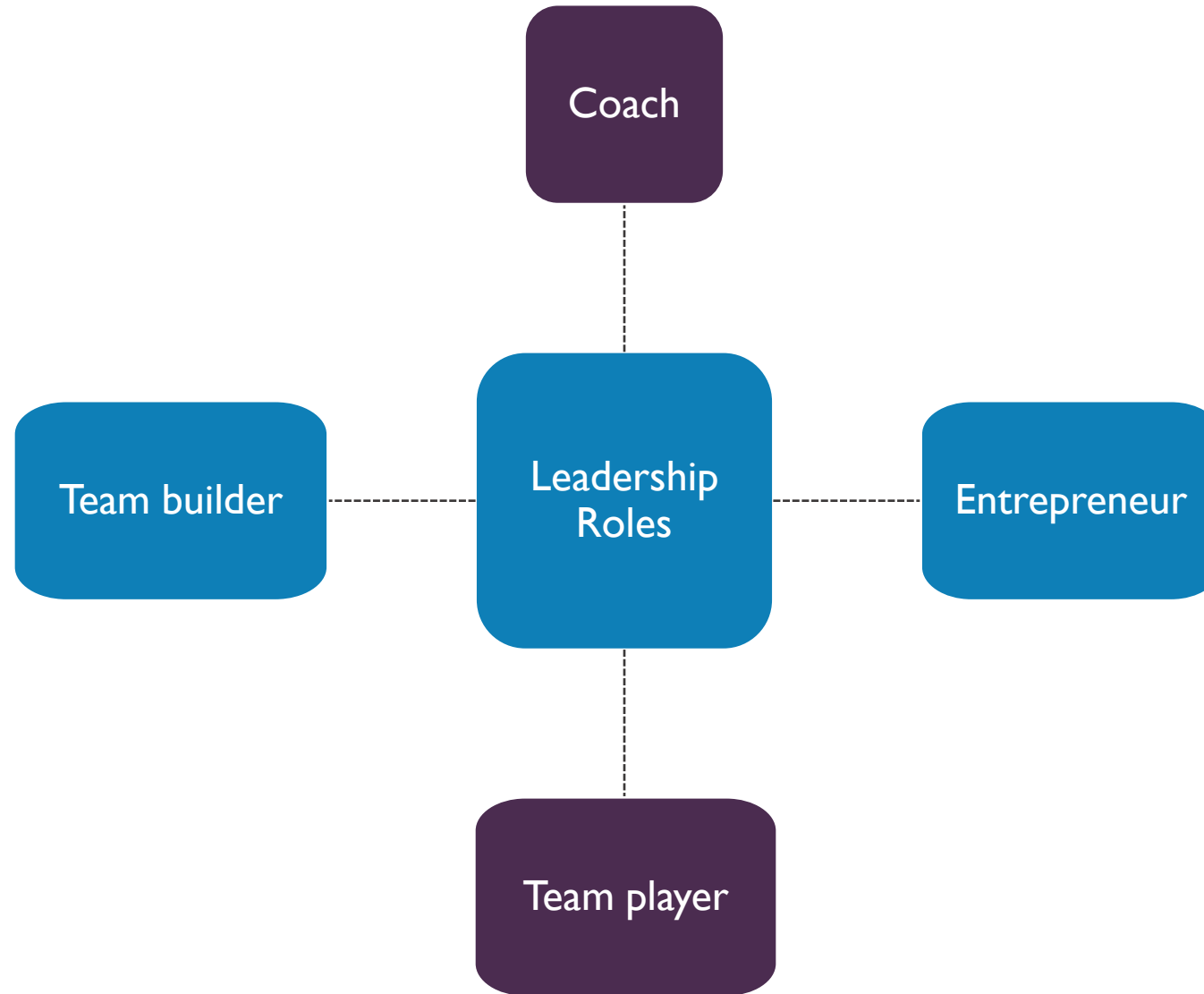
The most important leadership qualities.



The qualities and skills useful in some management situations.

Leadership Roles

(1 of 4)



Leadership Roles

(4 of 4)

Team Player:



Cooperates effectively with others



Understands the importance of team work



Displays constructive and cooperative behavior

10 Commitments of Leadership

Search for challenging opportunities to change, grow, innovate and improve.



Experiment, take risks and learn from your mistakes.



Foster collaboration by promoting group goals and building trust.

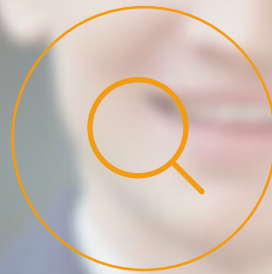


10 Commitments of Leadership

Strengthen others by sharing information and power.



Recognize individual contributions.



Set an example for others by acting in accordance with your stated values.



13 Leadership Traits

(2 of 2)



- 8 Initiative
- 9 Integrity
- 10 Judgment
- 11 Desire for Justice
- 12 Knowledge
- 13 Unselfishness

Leadership

Shortcut To Leadership

Recognize a
need for
change.

Change the way
we behave.

Enhance our
leadership
qualities.

Steps In Motivating

(1 of 2)

Give people a whole job – not a series of doled-out tasks.

Show people you have confidence in their abilities to do a job right.

Know and respect people's education, skills, and abilities.

A Leader's Responsibilities

Steps

Know your audience.

Develop a clear message.

Build a persuasive structure.

Begin with commitment – you must feel a sense of purpose, of urgency, a sense of your own leadership.

A Leader's Responsibilities

Steps

Make yourself the visual.

Let your delivery style show your leadership.

Use the language of leadership.

Be genuine and clear.

Free Rein/Laissez-Faire Leadership Behavior

Retains little control.

Involves a high degree of risk.

Sets goals with clear parameters for others.

Motivates others with the freedom to operate without further direction or control unless requested.

Participative Leadership Behavior

Values others' opinions.

Collaborates with others in making decisions.

Asks and receives information from others.

The Transformational Leader

(2 of 2)

Intellectual – promotes intelligence, rationality and careful problem-solving.

Consideration – gives personal attention, treats each employee individually and coaches, advises.

Leadership

Visionary Leadership

Being capable of developing a vision through explaining, expressing and extending.

Understanding change, goals, and people.

Being able to carry out the vision by creating a clear philosophy.

Using one's own actions to communicate the vision with others.

The Most Important Words

(2 of 2)

The three most powerful words:
“If you would...”

3

The two most powerful words:
“Thank you.”

2

The one most powerful word:
“We...”

1

The least important word:
“I...”

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