

**SOFT
SKILLS**
Topic 8

Leadership



Created by: Ms. Sherika Anderson



Introduction

- Leadership remains one of the top qualities of highly successful people.
- Whether you plan on becoming an entrepreneur, running a healthcare charity or rising to the top of the events industry, leadership is a skill you should have.
- Leadership is one of the 10 most in-demand skills employers want to see on your resume.
- It is therefore critical to understand and develop leadership skill.

Objectives of the Presentation

- The objective of the presentation is to help participants to gain an understanding of leadership.
- At the end of the presentation, participants will be able to:
 - Define Leadership
 - Identify what leadership is not
 - State the qualities of a good leader
 - Explain leadership styles
 - Identify their individual leadership style
 - Activity- scale to determine leadership style
 - Discussion of findings
 - Discuss ways to develop the leader in me



What comes to mind when you hear leader or leadership?

Unscramble the words

1	ytidabaptail
2	oobtconalialr
3	gtetriniy
4	apemthy
5	liencfneu
6	ggi-etlaosnt
7	inviso
8	yniipslitrseob
9	vitientaii
10	ingd-scnokieima
11	ceruaog
12	nrleeisec
13	ncontinoumaci
14	cvrteitay
15	ustrt

Answer Sheet

Word Scramble - **Answers** Leadership Skills

Unscramble each set of letters to make a word

1	ytidabaptail	adaptability
2	oobtconialr	collaboration
3	gtetriniy	integrity
4	apemthy	empathy
5	liencfneu	influence
6	ggi-etlaosnt	goal-setting
7	inviso	vision
8	yniipslitrseob	responsibility
9	vitientaii	initiative
10	ingd-scnokieima	decision-making
11	ceruaog	courage
12	nrleeisec	resilience
13	ncontimoumaci	communication
14	cvrteitay	creativity
15.	ustrt	trust



Definition of Leadership

- Leadership is the capacity to influence others through inspiration, motivated by passion, generated by vision, produced by a conviction, ignited by a purpose.- Myles Munroe
 - Leadership captures the essentials of being able and prepared to inspire others.
 - A leader inspires others to act while simultaneously directing the way that they act. They must be personable enough for others to follow their orders, and they must have the critical thinking skills to know the best way to use the resources at an organization's disposal.
 - Leadership is influence- John Maxwell
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What Leadership is not?

- **Leadership is not about power.**
 - Leadership naturally comes with power, but to lead people with character and engender trust isn't compatible with being primarily concerned with acquiring and using power.
 - The most powerful leaders are those who earn trust and stay trustworthy.
- **Leadership is not about telling and controlling.**
 - Leadership will always involve some degree of telling people what needs to get done.
 - But the best way to make that happen is by helping others figure out what needs to be done on their own.
 - **It's about guiding, mentoring and coaching, not telling, controlling and micromanaging.**

What Leadership is not?

- **Leadership is not about doing all the communicating.**
- Great leaders are almost always great communicators, but more importantly they're great listeners.
 - They don't interrupt or talk over others, they listen more than they speak and they know that the most basic of all human needs is the need to understand and be understood.
 - The best way to understand people is to listen to them.





What Leadership is not?

- **Leadership is not about always feeling confident.**
- Like everyone else, leaders don't always have their confidence—they have uncertainty and doubts as we all do.
- Some people think of that as something to hide or bluff their way through, but leaders are strongest when they demonstrate transparency and vulnerability—traits that equal truth and courage.
- They may not be comfortable, but they're certainly not weakness.

What Leadership is not?

- **Leadership is not about doing everything yourself.**
 - The best leaders know they can't meet their goals alone—they need the right people doing the right things.
 - Leadership means delegating to the right people to get the job done right.
- **Leadership is not about demeaning others.**
 - You don't have to look very far to find someone in authority talking down to people who work hard, disrespecting people who make mistakes, or even bringing racism and other biases to their interactions with others.
 - That behavior is never acceptable; it is unworthy of anyone who wants to be known as a leader. Leadership will always be focused on treating others with respect and reverence.
 - Leaders don't alienate; they encourage.





What Leadership is not?

- **Leadership is not about having all the answers.**
 - We may be comforted by the idea that a leader knows everything, but the truest leaders bring people together to find the answers through collaboration.
- **Leadership is not about taking credit.**
 - Successful leaders know nothing is achieved on its own; things happen when a group of people come together to make something work.
 - Leaders should take a little more than their share of the blame when things go wrong, and a little less than their share of the credit when things go well.

Qualities of an Effective Leader

Integrity

Ability to Delegate

Communication

Self Awareness

Gratitude

Influence

Learning Agility

Empathy

Courage

Respect

How many do you have?



Leadership Style

- There are different leadership styles, each of which can be appropriate and effective in different situations.
- Most of us, if we find ourselves in a leadership role, have a preference for a particular style.
- This questionnaire is designed to help you think about your preferences. Please read each statement and tick the appropriate box, indicating what you think is true for you.



Leadership Styles Questionnaire

		Exactly like me (3)	Much like me (2)	A bit like me (1)	Not me at all (0)	Score
1	I believe teams work best when everyone is involved in taking decisions					
2	I'm good at bringing out the best in other people					
3	I can take on a leadership role when needed, but don't consider myself a 'leader'					
4	I'm happy to act as the spokesperson for our group					
5	I'm good at adapting to different situations					
6	I'm determined to push projects forward and get results					
7	I think people should be allowed to make mistakes in order to learn					
8	I enjoy working on committees					

Leadership Styles Questionnaire (Cont)

		Exactly like me (3)	Much like me (2)	A bit like me (1)	Not me at all (0)	Score
9	I think the most important thing for a group is the well-being of its members					
10	I can see situations from many different perspectives					
11	I don't mind how long discussions last, so long as we consider every angle					
12	I am good at organizing other people					
13	I think all group members should abide by formal decisions, so long as we follow proper procedures					
14	I set myself high standards and expect others to do the same for themselves					
15	I enjoy role-playing exercises					
16	I love helping other people to develop					

Scoring

Finally, add up the totals for the following combinations of questions:

Questions	Total score	Leadership style preference
4, 6, 12, 14	?	Authoritative
1, 8, 11, 13	?	Democratic
2, 7, 9, 16	?	Facilitative
3, 5, 10, 15	?	Situational



Authoritative

This style is based on the idea that leaders should assume personal responsibility for decisions. The authoritative style is attractive to people who are restless, action-oriented, and have a strong personal vision of what's needed. While the authoritative leader may sometimes 'consult' group members before taking decisions, their favoured approach is to take the decisions first and then 'tell' or 'sell' them to the rest of the group.

Strengths

Group members know exactly where they stand.

Decisions can be taken rapidly, which is great in a crisis.

Members can concentrate on 'operational' tasks, without having to worry about 'strategic' issues.

Weaknesses

Unlikely to win full commitment from all group members.

Can lead to un-informed and shallow decisions.

Does not allow members any space to develop.

Democratic

- The leader is determined to include all group members in decisions about how the group should operate. The democratic style is based on a belief that groups cannot be effective unless all members have an opportunity to participate fully.
- The democratic leader's role is largely one of establishing a structure and ground-rules for the group, protecting these, and enabling group activity.

Strengths

- Gives power to group members
- Energizes and motivates group members to achieve their tasks
- Builds individual responsibility amongst members

Weaknesses

- May slow down tasks, encouraging talk not action
- Can frustrate members who like clear direction
- Inappropriate when rapid decisions are needed
- The most popular decisions are not always the best

Facilitative

- The facilitative style is concerned with offering suggestions which group members may or may not take up. Structure, content and operation of the group are left to group members to determine.
- While facilitative leaders may have their own clear opinions about the best courses of action, they are not willing to influence the group unduly with their personal ideas. They believe that group activity should be a constant learning process, and that it is OK to make mistakes so long as people learn from them. The journey is seen as more important than the destination.

- **Strengths**

- Gives plenty of space for creative ideas to emerge and be explored
- Enables individual learning
- Can be empowering in the right circumstances

- **Weaknesses**

- Can allow the group to become aimless and chaotic
- The leadership 'gap' can get filled by other people, who have to operate as 'informal' leaders

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Situational

Situational leadership is an approach in which the leader attempts to adapt how they behave according to the needs of each situation. The situational leader will vary their style so that it is appropriate for the particular group (for example, their current levels of skill and confidence), and for the particular task in hand.

Strengths

Allows groups to change over the time.

Adapts to urgent and non-urgent situations.

Weaknesses

Difficult to carry off effectively - group members never know what to expect, and may resist changes in style.



Strategies to develop leadership skills

Learn followership

Bishop Sheen-civilization is in problem when those who don't learn to obey are given the right to command. Only someone who has learnt to follow well, will lead well. You have to learn to submit to others.

Practice patience

There is no such thing as instant greatness. Leadership takes time but the end product is worth the wait. Leadership is not about crossing the finish line first, it is about taking people across the finish line with you. Leaders must deliberately slow their pace.



Strategies to develop leadership skills

Seek accountability

They know a secret that they cannot trust themselves. Never think it cannot happen to you! Don't have a false sense of security. Be accountable to someone other than yourself. Lack of accountability in your personal life will lead to problem in your public life. Hold yourself to a higher accountability than others do. Leadership is a trust not a right. Always seek to do what's right!

Strategies to develop leadership skills

- **Devote more time to knowing leading yourself.** The smallest group you will ever lead is you. A group of one! That's also the most important group. If you can lead that group well, you will earn the right to lead bigger and stronger groups.
- **Develop self discipline-** John Foster wrote, A man without decision of character cannot claim to belong to himself. He belongs to whatever can make a captive of him. When we are foolish we want to conquer the world, when we are wise, we wanna conquer ourselves.






Self Leadership

- It is critical to understand that leadership begins with self.
- Unfortunately, to the average leader, leadership begins with roles, titles and responsibilities.
- However, the most effective leaders are those who know and understand him/herself .
- To be an impactful leadership self awareness is key.



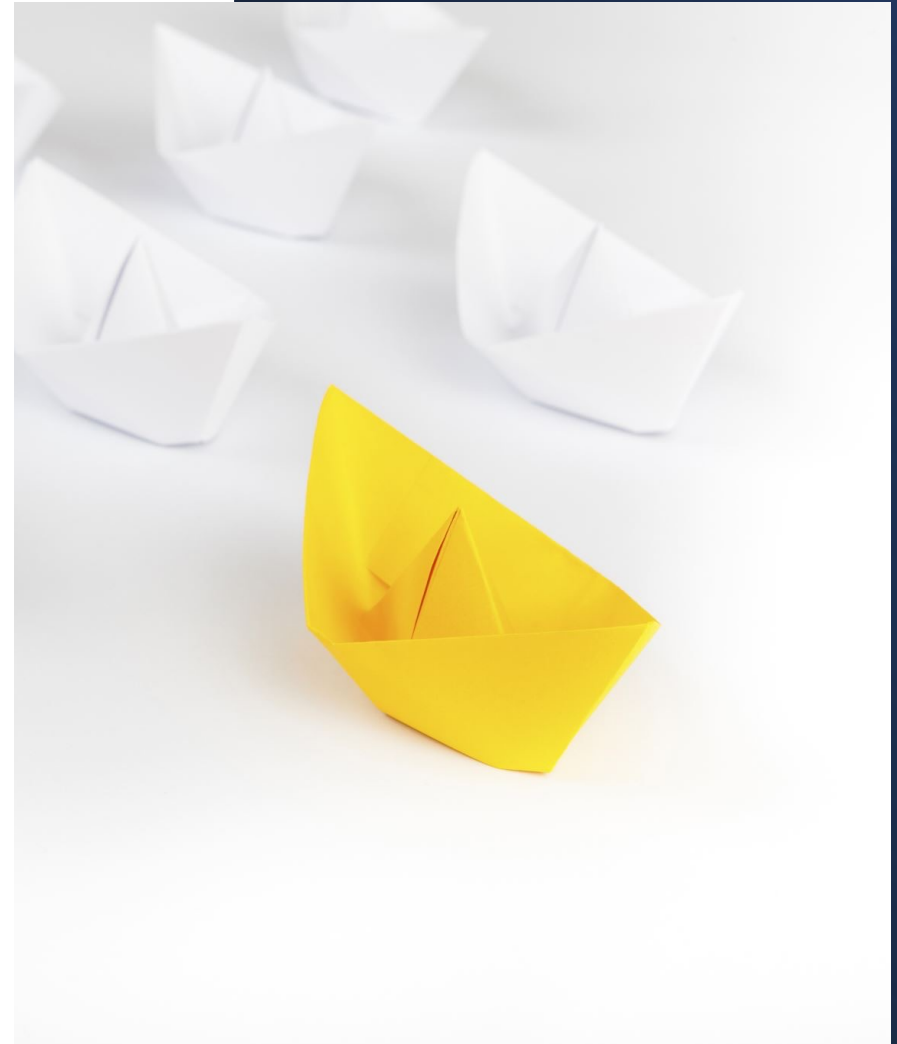
Everything rises and
falls on leadership.

John C. Maxwell

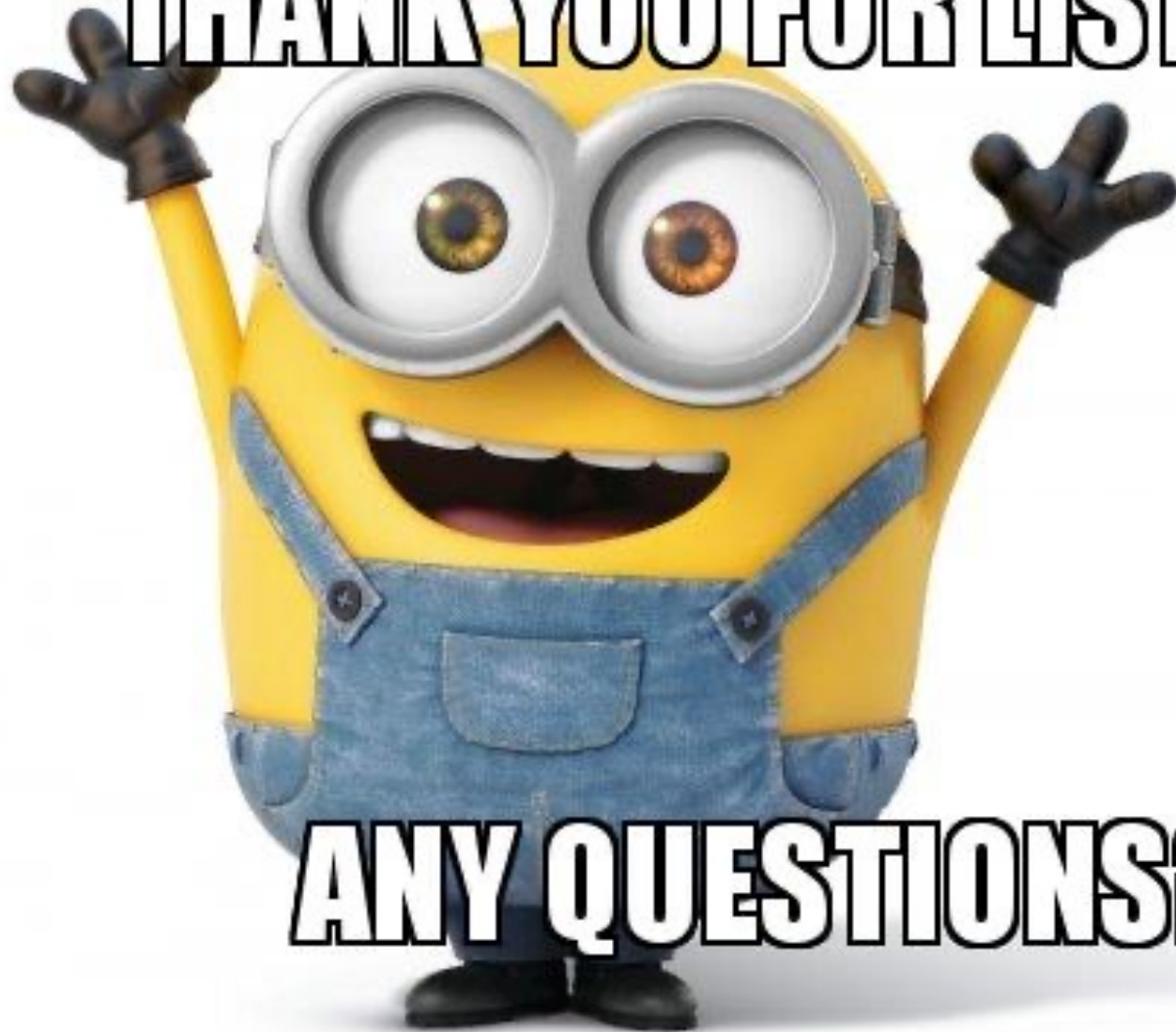
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Conclusion

- In conclusion, leadership is a very important skill to possess.
- Employers seek to employ individuals with leadership skills.
- Leadership is not title/position, it is influence.
- Effective leaders have specific qualities
- There 4 leadership styles: Authoritative, Democratic, Facilitative and Situational.
- Leadership skill can be developed by employing different strategies/techniques.
- The most important person you will have to lead is YOU!



THANK YOU FOR LISTENING



ANY QUESTIONS??