

ARE YOU A GOOD LEADER?



Source: Leadership Communication Skills

Instructions: Use this Skill Guide to review the best leadership qualities and characteristics, and compare them with management qualities.

The Best Leadership Traits	The Worst Managerial Traits
Uses personal power to influence the thoughts and actions of others	Uses the power of position to influence the thoughts and actions of others
Focuses on what needs to be done, leaving decision to people involved	Focuses on how things need to be done
Focuses on the decision to be made	Focuses attention on procedure
Able to tolerate criticism, and encourages involvement with others	Feels threatened by open challenges to ideas, and troubled by criticism
Acts as a role model, and coaches and mentors others	Issues orders, and expects unquestioning obedience
Focuses on development, and creating an environment of growth	Focuses on supervision and keeping people on their toes
Looks for opportunities to reward	Looks for opportunities to punish
Promotes the availability of information	Encourages information control
Asks the right questions	Knows all the answers
Seeks to learn and to draw out new ideas	Not interested in new answers
Empowers others	Limits and defines others
Acts as a motivator	Acts as an instructor
Works towards the achievement of a vision	Works towards the bottom line
Values creativity	Imposes discipline
Invites speaking out	Demands “respect”
Facilitates	Gives orders

Objectives

You will practice:

Working with your team to create S.M.A.R.T. objectives and set goals.

Practicing principles and methods to gain your team's commitment to objectives.

Developing team relationships by demonstrating support, confidence and loyalty

Using open, closed and leading questions to extract needed information and to lead team members.

Communicating effectively with different social styles, communication styles and communication preferences.

Discovering motivations and aligning strategies to accommodate them.

Using delegation to build support and develop leaders.

Responding appropriately to complaints and criticism.

Establishing leadership.