

The ROCK #23 - Leadership

What is the difference between Leadership and Management?

What are the qualities and skills to do both?

What are the characteristics that cause people to follow you?

Leadership - What is it?

Leadership is a set of qualities and skills that cause people-to follow. In most cases leadership requires a leader and followers. Leadership is about the ability to inspire people. It is about being trustworthy and acting in a consistent manner. It is about motivating people by words and deeds.

Leadership is not just about what a leader does, but what leadership is! Leadership is the willingness to accept responsibility and accountability of having people follow you. It is the ability to develop the skills and training to become a leader. It is about the commitment to do what it takes. You need to practice and train yourself to learn what it takes to be a great leader. Every person has the potential to be a leader. Leaders are not born. You choose to be a leader. You choose, with investing in personal leadership, to make leadership traits and qualities influence your character and conditioning. It will only be a matter of time before you are recognized as a leader.

The Difference Between Leadership and Management

- You manage things...How to accomplish things.
- You manage people...How to work with people and their emotions.
- You manage yourself, but you can also lead yourself!

Managers do things right, but leaders do the right things.

-Warren Bennis

“You need to prepare to be a leader. Leaders are not born, they are made through training and experience.”

-Pepper Pettit

Management: What is it?

- Getting things done through others.
- Making something you planned happen
- You can't manage others until you learn to manage yourself

Managing is about implementing. It is about taking action. You get things done. You don't procrastinate. You persuade and influence people to do things and take action. Managing is also about problem solving. Managing is about organizing, planning, and making decisions. Management is about creating order from chaos.

Functions of Management

- Energize people – Get people excited. Motivate. Inspire.
- Empower people – Allow people "to do their thing." Get consensus. Encourage new ideas.
- Support – Praise. Coach. Mentor. Train.
- Communicate – Information. Expectations. Transparency.

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Leadership and Management Are Partners in Success

Leadership requires a variety of skills.

Management requires a variety of skills.

To be a good leader, you need to be a good manager, and to be a good manager, you need to be a good leader. You need to be both! You need to lead yourself and you need to manage yourself. You also need to lead others and you need to manage others. You can prepare for leading your audience by preparing yourself.

Leadership and Management-Success by Doing Both

If you master both you become a trailblazer. You don't follow the path most followed or least followed, you blaze new paths! You are not just successful, but you are significant. You not only can manage yourself, but you can manage others. You become a leader that can solve problems and implement solutions. People will beat a path to your door. You will become a leader of leaders. You will be the one that can make a difference!

Leadership Skills and Talents

There are no born leaders. Leadership is a set of skills and talents that are acquired and learned.

- Inspire action
- Commit to a vision
- Communicate expectations
- Praise
- Support
- Encourage
- Facilitate

Leadership Traits

- Integrity
- Optimism
- Confidence and Decisiveness

Leadership - Qualities Shared by Great Leaders

- You are flexible.
- You know how to listen.
- You acknowledge who you really are.
- You learn from mistakes.
- You don't command, you lead.
- You think of the needs of others, not your own.
- You are a teacher, mentor, and coach.
- You don't take yourself too seriously.
- You have a sense of humor.
- You understand that there are shades of gray.

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True Leaders Are:

- Eagles
- Honest
- Persuasive
- Influential
- Responsible
- Resourceful
- Cheerful
- Courageous
- Accountable
- Assertive
- Supportive
- Humble
- Giving

How to Learn Leadership Skills

- Prepare – Get your mind right and commit. Acquire information, tools and methods.
- Keep an open mind – Develop skills, vision, goals.
- Give speeches - This helps you to put yourself out there. To persuade.
- Develop discipline - Develop plans. Execute missions. Reach goals.
- Meet deadlines - Set and enforce deadlines. Manage your time.
- Seek out relationships - Set meetings, keep in touch with people.
- Remember to listen - Develop listening skills. Be a sponge.
- Cooperate with people - Inspire people to cooperate. Build consensus.
- Always put others before yourself - Don't be selfish, the needs of others are more important, give to others and provide support.
- Volunteer - This is a great way to give back and to assume leadership positions.

Decisive Leaders Are:

- Great at making decisions.
- Great at setting a direction or course of action.
- Great at arbitration and mediation when necessary.
- Great at facilitating.
- Great cheerleaders!

Styles of Leadership

<i>Directing</i>	<i>Supporting</i>
<i>Coaching</i>	<i>Delegating</i>

All of these styles are effective. Pick the style that best fits your personality and implement that style. However, each person that you are leading may require a different leadership style. The key is to find which style is the most effective for the person that you are leading. Great leaders make the adjustment to their audience and react to the situation or circumstance in front of them.

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A Great Leader Is...

- Knowledgeable. Knowledge is power.
- Smart. Know what you need to do.
- Vocal. Tell people what needs to be done.
- Determined. Have the commitment to make things work.
- Urgent. Have a sense of desperation.
- Consistent. Behave the same way in the same situation.
- Flexible. Sometimes a different route is necessary.
- Dependable. First one there. Last one to leave.
- Trustworthy. Inspire people through trust and loyalty.

Effective Leadership Makes You Likable

- Ask questions.
- Put your phone away when you talk to people.
- Be genuine and honest.
- Don't judge people, encourage them.
- Don't be an attention-grabber.
- Be consistent.
- Display positive body language.
- Leave a great first impression.
- Remember a person's name.
- Smile.
- Know when to share.
- Know how to touch appropriately.
- Know how to have fun, but also be serious.

Behaviors of Great Leaders

- Do the right thing.
- Know what is right.
- More concerned with "we" rather than "me."
- Demonstrate an unshakeable positive attitude.
- Display enthusiasm.
- Project cheerfulness.
- Attitude is contagious.
- Accept responsibility.
- Don't disappear and hide.
- Don't become speechless.
- Don't blame others.
- Own their failures.
- Are goal setters.
- "What gets measured, gets done"
- Set the desired outcome.
- Plan on how to get there.

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- Have a passion for winning.
- Getting by is never good enough.
- Want to be the best.
- Want to produce the best.
- Want to bring out the best in others.
- Have a passion for winning with others.
- Build teams.
- Give credit to others.
- Build relationships.
- Are not an island.
- Reach out to connect with people.
- Are relational and not transactional.
- Have strong relationships that build their success.
- celebrate.
- Celebrate with others to build enthusiasm.
- Know how to make a positive difference.
- Are cheerleaders!
- Exhibit calmness in rough waters.
- Are the anchors for all around them.
- Have courage under fire.
- Are generous to a fault.

If the leader is calm, everybody else will be calm.

Ask Yourself These Questions

What steps can you take to accomplish your goals?

What knowledge do you need?

Who do you know that can assist you on your journey?

Personal Leadership

Believing in yourself and believing in others so together you can accomplish anything!

Leadership

Other people believing in you and willing to follow your ideas, suggestions and directions!

“Leaders Take People Where They Have Never Been Before!”