

Management and Leadership Traits

A significant difference between leaders and managers is that **people follow leaders** and **people work for managers**. Leadership is having people believe in your vision while managing is about making sure the day-to-day things are happening. **You have to do a bit of both. Are you?**

Consider the following to determine where you need to focus your leadership development plans.

Trait	Do you...	Yes	No
Leadership Traits			
Vision	Know where you are and where you want to go?		
	Enroll your employees in getting there?		
Inspiration	Inspire your employees to be all they can be?		
	Ensure they understand their role in the bigger picture?		
Ability to Challenge	Challenge the status quo without fear of retaliation?		
	Question how to do things differently?		
Communication	Keep your employees informed of the daily events that move everyone toward the vision?		
Honesty & Integrity	Ensure your words are truthful and accurate?		
	Treat your employees with respect?		
Management Traits			
Execute a Vision	Break your vision down into a roadmap to be followed by your employees?		
Ability to Direct	Direct day-to-day work efforts efficiently?		
	Review resources and anticipate needs along the way?		
Process Management	Establish work rules, processes, standards and operating procedures?		
People Focused	Look after your people, their needs, and listen to them?		
	Involve them in idea generation, problem solving and decision-making discussions?		