

Characteristics of an Effective Leader



What makes a great leader effective?
Why?

“The greatest leader is not necessarily the one who does the greatest things. He is the one that gets people to do the greatest things.”

Ronald Reagan

Who was your most effective leader?

Name: _____

Date: _____

*Think of the most effective leader you
ever met? What made her/him so
effective?*

*What do most of these descriptions have
in common?*

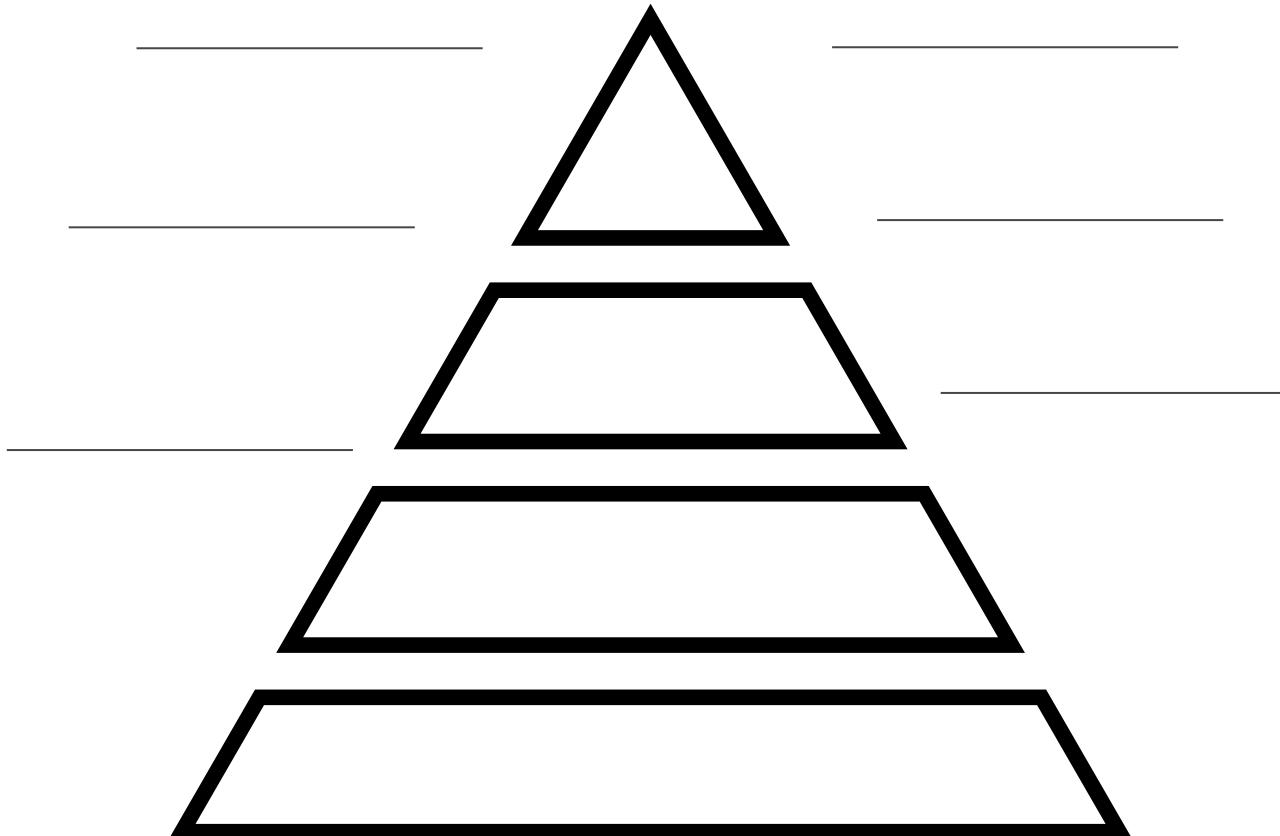
What is your definition of leadership?

“*The greatest leader is not necessarily the one who does the greatest things. He is
the one that gets people to do the greatest things.*”

Ronald Reagan

Leadership Skills as You Progress

As you move from individual contributor to leader, what got you promoted isn't as important. Communication skills become critical in leadership.



*“Whenever you see a successful business,
someone once made a courageous decision.”*

Peter Drucker

What do you think are the three most important leadership skills to have?

Then rank them and discuss.

Skill #1:

Why?

Skill #2:

Why?

Skill #3:

Why?

Out of these three, what skill do you think is most important? Why?

“You don’t build a business, you build people, and people build the business.”

Zig Ziglar

Employee Lifecycle

Your leadership approach will depend on where your team is.

Where are your team members in these areas?

The New Employee



What training are your new employees receiving? Are they getting what they need? Sit down and go over what they need to do the job.

The Recently Trained Employee



What coaching are these employees receiving? Are they starting to make mistakes? They need encouragement, praise of progress, and redirection.

The Star Employee



Invest time in these employees. Don't give them more work. Sit down and ask about their vision, ideas, and aspirations.

The Comfortable Employee



Let this employee know that they are valuable and when they are ready, you'd love to help them grow.

"If you spend too much time thinking about a thing, you'll never get it done."

Bruce Lee

The Way You Lead Depends on a Lot of Factors

During our career “lifecycle,” our needs change. And this means our leadership needs change, too.

The New Employee



Focus on knowledge. Motivation is higher than skills. Education is key.

Try these questions: “What do you know about? What do you think that screen does? What’s been your experience with...”

The Star Employee



Focus on asking for their input.
Focus on praise, growth, next steps, improvement, etc.

Try these questions: “What can we do better?” What would you do if you were me? How can I help you grow?”

The Recently Trained Employee



Focus on coaching and building confidence. Skills are higher. Motivation tends to dip.

Try these questions: “What was training like? Try that again? What can you do differently? Will more practice help? Who else can you talk to? What else can you do? How can I help you?

The Comfortable Employee



Focus on continuity. They are comfortable and may not be open to growth. Don’t force it.

Try these questions: “What do you like about your current role? What would you like to do next? What can I do to support you? I see a lot of potential in you. When you’re ready, let’s talk more about next steps.”

“If you spend too much time thinking about a thing, you’ll never get it done.”

Bruce Lee

Last 30 Minutes: Manager's Choice

This is your time. What questions do you have about leadership? What topic would you like to know more about (that we haven't covered yet? Use this page to jot some notes down about what we're discussing.



Homework Assignments

- *Meet with your leader and complete the summary of the first session. This is due on the first day of the 2nd class.*
- *Get with your I.T. department and make sure I am able to send you emails and attachments.*
- *Read at least three more chapters of “What Got You Here...”*
- *Send me the names and email addresses of your 360 feedback participants.*
- *Identify where each of your direct reports are in their “Employee Lifecycle.” If you don’t, just think of one employee that you work with in each quadrant.*



*Email or call me if you have any questions
about the homework.*

See you next month!

The Characteristics of an Effective Leader

Download

I was surprised by: _____

I feel stronger about: _____

I wonder how: _____

I'm may need help with: _____

I made a connection with: _____



How does this topic tie into what you've already learned in this program?
