



What is the Difference between Management and Leadership? Engaging Other's for Maximized Efforts!

The Human Side of Leadership and Management (Management and Leadership #1)

This section on Management and Leadership is focused on the human side of leadership, management, the difference between the two, and the effects of both. For any organization to not only be best in class, be profitable, run effectively, but also be a place where employees desire to work, there must be leadership. Just because an individual is a manager, executive, and has the title, does not mean they are a leader. In other words, organizations need leaders to fill these positions to ensure a healthy, effective, communicative, team where employees can integrate, operate ethically, and be a social responsibly driven and followed environment inside and outside of the organization. The real fact is that many organizations lack leadership and therefore suffer in all these areas.

What is the Difference between Leadership and Management?

To better identify the difference between management and leadership, it is best to define both. A Forbes article does a great job defining Leadership – It is the maximization of other efforts, influenced by a social process, for goal achievement. As far as management, Merriam-Webster outlines as follows: It is when an individual makes decisions and controls their team, department, business, and so forth through their skills.

What Leadership is NOT

Kevin Kruse goes onto say some good points about what Leadership is not. They are as follows:

- Leadership has nothing to do with seniority or one's position in the hierarchy of a company.
- Leadership has nothing to do with titles.
- Leadership has nothing to do with personal attributes.
- Leadership isn't management.

What Do Other People Think Leadership Means?

Other notable people go onto say some things about what they think leadership is. Read a few below:

- Peter Drucker: "The only definition of a leader is someone who has followers."
- Warren Bennis: "Leadership is the capacity to translate vision into reality."
- Bill Gates: "As we look ahead into the next century, leaders will be those who empower others."
- John Maxwell: "Leadership is influence – nothing more, nothing less."



Leadership | Team Integration (Management and Leadership #2)

I would have to say that Kevin Kruse defines leadership the best. He goes onto say: “Leadership is a process of social influence, which maximizes the efforts of others, towards the achievement of a goal.”

Definition Key Elements

- Leadership stems from social influence, not authority or power.
- Leadership requires others, and that implies they don’t need to be “direct reports”.
- No mention of personality traits, attributes, or even a title; there are many styles, many paths, to effective leadership.
- It includes a goal, not influence with no intended outcome.

Leadership Styles

To further our understanding about leadership, outlined below are the different Styles. Keep in mind that just because an individual has the title of Executive, Director, and Manager, does not mean they are a leader.

- Autocratic Style – decisions are made without input from those who report to them. The expectation is that each person under their management should follow their orders without explanation.
- Democratic Style – those who report to this person can provide ideas and input, while the final decision is retained by the manager. Individuals are typically communicated to about things that affect their work.
- Laissez-faire Style – this style is a hands-off approach where individuals have little direction provided to them. In other words, they can make decisions and solve problems on their own. (The Saylor Foundation)

What Creates a Healthy Organization? Team Integration

There are many things that contribute to a healthy organization and the integration of an effective team. The most important asset of any organization: Employees. If the employees are not happy, the environment will not be healthy, and the results will fall short. Management / Leadership must create, enact, and commit to creating this environment. The Saylor Foundation text outlines many areas an organization can make part of their organization, such as: Alternative work arrangements (flextime, compressed work weeks, job sharing, telecommuting, part time); Benefits; Compensation and benefits (wages and salary, piecework and commissions, bonuses, incentives, stock options, profit sharing); Family-friendly programs



(dependent care, caring for yourself, unmarried without children, paid parental leave); Job enrichment, redesign, and rotation; and Work/Life quality.

One of the most important ways to create a healthy environment: Each employee must feel and see that they are of value, what they bring to the organization is acknowledged, and they are rewarded in different ways for their efforts of participation and excellence.

What Causes an Effective Organization? (Management and Leadership #3)

The Importance of Teamwork

Effective organizations that do well with their core competencies and mission must have effective teamwork. For effective teamwork to happen, several factors are met according to The Saylor Foundation. Some of these areas include: Encouragement of each team member by other team members to do their best improves collective results; Greater commitment happens from each team member as each person is satisfied from being on the team; Group performance through collective individual involvement causes greater results than individual performance; Reliance on one another in the team to get things done causes greater efficiency and increased productivity; Rotation of leadership over time causes greater effectiveness amongst the team; and Trust amongst the team causes greater communication.

What are some of the areas that cause organizations to fail with teamwork? It is about management and the lack of leadership and their inability to create the environment for team members to grow and accomplish the organization goals together. Team members in an organization: Fail to cooperate; Have no support from management; Are unwilling to be a part; and Have no delegated authority from management.

How important is Communication in Organizations?

Communication is critical in any organization to become world class. It is not just about management giving direction and orders but leading by example of what they want others to do. Management must know how to communicate, create an atmosphere for staff to communicate, be able to teach communication, and have a communication plan that is used, works, and is continued with. Geraldine Kilbride points out that the “lifeblood” of every organization is communications. She states that seventy-five percent of staff uses their time in interpersonal situations and poor communication is the reason for most organizational problems.



Management & Leadership – Operating Ethically & Social Responsibility

As we have witnessed over the last few decades, many organizations have paid the penalty by losing money, hurting others, and even ceasing to exist. Ethics, which is the ability to discern wrong from right, is a necessity in business. An organization must operate ethically in their finances, practices, human resources, socially, and every other area. To do this, an organization must have internal and external metrics to audit by so that there are benchmarks to ensure ethical business practice. Without a proper system of accountability, human nature will yield unethical business practice.

Ethically and socially responsibility driven organizations benefit more than those that are not – they are better at keeping clients, attracting new clients, obtaining more capital, and recruiting and keeping talented employees.

Leadership Actions

To enact leadership, results, changes, and an environment in any organization, there must be actions by all involved from the top down. It is not just about saying it but doing it! People must see you acting! If you do not, it is just mere words and hot air. The next part of this paper outlines some valuable actions you can take in your organization, your business, and your personal life that will bring the type of change you want.

The Steps of Leadership

As you grow your leadership abilities, what are some of the steps you should be aware of? Below are some insights about leadership and the levels of leadership.

- The higher you go, the longer it takes.
- You never leave the base level.
- Steady plodding brings prosperity.
- The higher you go the higher level of commitment.
- The higher you go, the easier it is to lead.
- The higher you go, the greater the growth.
- You must know where you are at every moment and step of the (your) way.
- Each level of leadership is built line upon line, word upon word, and precept upon precept.
- If you are leading a group of people, you will not be on the same level with everyone.

For your leadership to remain effective, it is essential that you take the other influencers within your team with you to the higher level (Landgraf, Ted).



Difference – Leaders and Followers (Management and Leadership #4)

Another important area with leadership, your team, and maximization of other efforts, is whom you surround yourself with in all areas of life. Why? To be a leader, you need people who are either leaders or people you can develop into leaders. Remember, this is how you will maximize outcomes in your life and other people's lives. So, what are the main differences between leaders and followers?

Followers tend to React, and Leaders tend to Initiate

Leaders Do the Following:

- Initiate.
- Lead – communicate with any tool available (phone, email, mail, fax, etc.).
- Spend time planning.
- Anticipate problems – works and finds solutions.
- Invest time with people.
- Prioritizes calendar daily with long-term goals.

Followers Do the Following:

- React.
- Wait for things to happen.
- Look at things as problems, not opportunities.
- Lives day-to-day.
- Spends time with people but does not invest in people.
- Calendar is filled with requests from others (not what they need to do to accomplish their goals). (Landgraf, Ted)

Leadership Vision (Management and Leadership #5)

What is Your Vision? How Important is Vision?

Another critical element of leadership and how management instills an environment in the team is Vision! How do you communicate and give vision to others effectively? In working with people, truth is, "You can seize only what you can see."

Being an effective visionary leader means you must look before you lead.

Vision is everything for a leader. It is utterly indispensable, because vision leads the leader and helps the leader communicate the target to others. This vision sparks the fire, the fuel, and the energy within, and draws him or her forward. To understand vision and how vision is a part of a leader's life, **review these principles below:**

- Vision meets others' needs – your vision must serve others.



- Vision helps you gather resources – one of the most valuable benefits of vision is that it acts like a magnet (attracting, challenging, and uniting people).
- Vision starts within – If you lack vision, look inside yourself.
- Vision Draws on history – many leaders' vision came from key events in their past.
- Vision gives life – “Without vision, the people will perish”.
- Vision comes from listening – you must be able to listen on several levels.

There are three different voices in your mind and intuition you must evaluate as a leader in life. They are:

- The inner voice – this comes from within – vision starts within – it is the knowing of what your life mission is. It is what stirs your heart. It is what you dream about.
- The unhappy voice – Noticing what does not work helps you and gives you inspiration to work and plan from a different angle.
- The successful voice – It takes the TEAM (Together Everyone Achieves More) to be successful. You must have a voice from a good team to succeed.

Be a visionary in all that you do, and watch outcomes increase not just in you, but in those around you! Empower and create leaders! Do not hold yourself back by holding others back to become all that they can become as a leader.

Leaders Extend Influence (Management and Leadership #6) Are You Changing Lives?

A leader extends influence! When you empower others, you change lives! The ability to empower others is one of the keys to personal and professional success. John Craig says, “No matter how much work you can do, no matter how engaging your personality may be, you will not advance far in business if you cannot work through others.”

J. Paul Getty said, “It doesn’t make much difference how much other knowledge or experience an executive possesses; if he is unable to achieve results through people, he is worthless as an executive.”

When you empower people, you not only work with and through others, but you also enable others to reach the highest levels in their personal and business development. Empowering is giving your influence on others for the purpose of personal and team growth. It is seeing people’s potential, sharing your resources with them, and showing them that you believe in them completely. To empower others, you must be able to have the following:

- Position – you cannot empower people who you are not leading.



- Relationship – it takes time and effort to develop relationships – effort is needed if you want to connect with people.
- Respect – Relationships cause people to want to be with you – respect causes them to want to be empowered by you.
- Commitment – people need to know you are going to be there for them.
- Attitude – a servant, humility, giver, secure, and not afraid to change.

How do you know if you are ready to influence (empower) others?

The questions below will help you set your foundation, plan, and team goals in the proper perspective:

- Am I willing to serve others and not take credit for myself?
- Do I believe in people and feel that they are my organization's most appreciable asset?
- Would I be willing to publicly give my authority and influence on potential leaders?
- Would I be willing to invest time developing people who have leadership potential?
- Do I believe that empowering others can accomplish more than individual achievement?
- Would I be willing to let others work me out of a job?
- Do I want to help those in my team become better than me?
- Would I be willing to hand the leadership baton to the people I empower and root for them?
- Do I allow others freedom of personality and process, or do I have to be in control?
- Do I challenge and inspire others to become the person they want to become?
- Would I be willing to let others get credit for what I taught them?
- Am I only interested in my own life (finances, appearance, present, etc.), or do I see a legacy, and do I see those that I influence helping others over the next several decades?
- Do I actively search for potential leaders to empower? (Landgraf, Ted)

A Leader Sees Others Potential (Management and Leadership #7)

Empower Others to their Full Potential!

Another important part to success and leadership is how you empower others to their full potential. Review some of the steps below in this process as you empower others into leadership in their lives. After you have found confidence in yourself (your abilities and who you are as a person and as a leader) and in the persons you would like to empower, you are ready to start the process. Your goal should be to hand over relatively small, simple tasks in the beginning and progressively increase each person's responsibilities and authority. No matter where a person is at, if their passion and desire is to become successful, become a leader, and change their life, you will be able to help them, and they will be able to help themselves.



Evaluate every single person you personally bring into your team (your team / employees). In this process, remember that all people can be a leader and become a success. Your job is to see the potential, find out what they lack to develop their success (Ex: organization skills; time management; communication skills; etc.), and equip them with what they need.

In doing this, look at these areas in their life for proper evaluation:

- Knowledge – think about each person and what they need to know
- Skill – examine the skill level they are at – have they been in business before? Are they a people person? Have they evaluated other leaders (books, tapes, seminars, etc.)? Have they been in this industry before?
- Desire – without this, no amount of skill and experience will help a person succeed.

What Must You Do?

- Model for them – Even people with knowledge, skill, and desire need to know what's expected of them, and the best way to inform them is to show them. People do what people see!!!
- Give them permission – As a leader and influencer, you may believe that everyone wants to be successful – unfortunately, this is not true. A lot of the failures in a person's life take place in their mind (before any action in their life). You must help others believe that they can succeed and show them that you want them to succeed. You can do this by helping them expect it (communicate, support, and listen) and by helping them verbalize it (speak what they want, write down what they want, and review every day what they want).
- Give them your authority – Share your power and ability to get things done with them.
- Show your confidence in them publicly – When you transfer authority to the people you empower, you need to tell them that you believe in them, and you need to do it publicly.
- Give each person feedback – Praise, encourage, and tell others about what a great job they are doing, give them constructive criticism – communicate.
- Release them – Once the person is ready to go on their own, release them into their success fully. Give them as much freedom as possible as soon as they are ready for it

If you provide the environment, vision, communications, opportunities, and path for the person to become a leader in their own life, you will see this happen!



Lasting Leadership

How do you create lasting leadership? This is so important, because if leadership is not sustainable, your team and any team involved will fall apart. Below are some things to take into consideration as you develop sustainable leadership in you and every person you influence in life. A leader's lasting value is measured by succession.

Sustainable Leadership

Leaders who leave a legacy for their team do the following:

- Think, act, lead, and support with a long-term view.
- Prepare their team, prepare any successors, and look out for the best interest of the team long-term.
- Create and continue a culture of leadership.
- Create development of leaders from the bottom up – create a succession of leaders.
- Understand and act upon the belief that for success tomorrow (weeks, months, and the year's ahead) pay the price today.
- Know and follow – there is no success without sacrifice.
- Hold team leadership above individual leadership.
- No leader can do it all alone – it is a team effort that brings success in anything we do in life.
- Uphold Integrity. (Landgraf, Ted)

What Leader are you going to be?!

How Can We Serve You?

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