

Leadership

*In seeking to become a leader of others,
we must first become a leader of self.*

Successful leadership begins with self-discipline and self-mastery. The most effective leaders are those who have chosen to develop the integrity, skills, knowledge, vision, attitude, and perspective required to inspire and encourage others.

In the home or at work, an effective leader understands and is fully committed to achieving the long-term vision for the family or company. This leader clearly communicates the guiding vision and its related mission, principles, and goals to those whose commitment and support are critical to fulfillment of the vision. He or she seeks to create and maintain an environment based on mutual respect and trust. The leader establishes and consistently models these standards from the outset.

Through guided assessment processes, effective leaders help individuals align their skills, knowledge, personal hopes, and expectations with the established goals. By recognizing and

valuing the experience and abilities of each individual, a good leader guides and assists in the definition and assignment of essential roles and responsibilities.

It is the leader's responsibility to convey and uphold the established goals and timelines; however, effective leaders allow the responsible parties the freedom to determine how to accomplish the specified goals. This approach significantly increases each individual's level of ownership and accountability during the work process, and enhances the sense of pride and fulfillment in achievement.

If you are seeking to strengthen your personal or professional leadership skills, the following *Mistakes to Avoid* and *Steps to Success* will help you to achieve the self-mastery required to inspire and lead others.

Mistakes to Avoid:

- ***Assume a leadership role without the necessary skills.*** Result: Lack of respect, few or no loyal followers, and unattained goals and objectives.
- ***Believe that rules and their enforcement constitute leadership.*** Result: Create a forced following that operates on fear and is completely devoid of trust, respect, and creativity. Demotivated and disloyal employees.
- ***Misuse or abuse your position, power, or the trust others place in you.*** Result: Hurt others, damage the organization, and ultimately, lose all that has true value.
- ***Believe that you are beyond accountability and reproach.*** Result: Become delusional.
- ***Refuse or avoid input from others.*** Result: Reckless posturing in an ever-changing global environment.
- ***Show little or no respect for those impacted by your decisions and choices.*** Result: What you give you shall receive in abundance – in all things good or bad.

Steps to Success:

1. **Identify and avoid the habits and behaviors of ineffective leaders; study and imitate those of effective leaders.** Questions to ask: Does this person seem to understand and be fully committed to the organization's vision? Has this leader encouraged and inspired others to share in this vision? What is his or her primary style or method of communication? How do others respond to this person in his presence and in his absence? How well does this person meet commitments? Who or what does he or she seem to be serving?
2. **Examine your beliefs and attitudes regarding the role and function of leaders.** Questions to ask: Do my inner beliefs line up with what I profess to believe about leaders? How do my true beliefs and attitudes compare with those expressed and modeled by effective leaders? Do I need to revise my beliefs and thoughts to become a more effective leader?
3. **Assess your personal leadership knowledge and skills with honest input from others.** Questions to ask: Am I excited about and committed to our organizational vision? Have I shared this vision clearly with others and in a way that inspires enthusiasm and commitment? Do I recognize, value, and fully utilize the knowledge and skills of others? In what specific ways do I promote trust, respect, collaboration, and unity? Am I open to and accessible for questions and feedback, even when that feedback is unpleasant? Do I respond thoughtfully and specifically to the concerns of

others? Do I consistently model self-control, optimism, and a strong work ethic?

4. **Create a leadership development plan.** Questions to ask: Does my plan accurately reflect my current leadership assessment findings and conclusions? Have I reviewed and discussed these findings with a trusted advisor or mentor? Have I included short-, mid-, and long-term goals in my plan? Does my plan include specific objectives, timelines, and a system of accountability to support goal achievement? Does the plan allow for modifications as new needs arise?
5. **Pursue continuous personal growth and learning and encourage others to do so.** Questions to ask: In what areas of leadership do I lack experience, skill, or knowledge? What resources are available to help me improve in these areas? Is there another leader who is strong in these areas who might be willing to mentor me? How can I encourage and support others to improve and expand their knowledge and skills? What resources can I provide or refer them to for help?
6. **Focus on short-term objectives while maintaining focus on the vision and long-term goals.** Do I anticipate and plan for the most likely worst- and best-case scenarios? Do I thoroughly consider the potential consequences for all stakeholders? How accurately have I predicted and assessed the potential risks and benefits of specific actions or inactions in the past? Have I included all appropriate stakeholders in the information-gathering

and decision-making processes? How can I improve my performance in these areas?

7. Instill confidence and assuredness in the mission, despite daily challenges, obstacles, and inevitable changes. Questions to ask: What is my internal response to challenge or change? Do I perceive these as nuisances or opportunities? What message do I communicate to others when a challenge or the need for change occurs? Do I demonstrate calmness and confidence? Do I emphasize our combined ability to deal positively and constructively with the issues while remaining focused on the vision and goals? Do I provide the guidance, support, and encouragement required to navigate through rough spots and overcome obstacles? In what specific ways can I do this more effectively?

8. Form complementary alliances with others. Questions to ask: In what skill and knowledge areas am I strongest? In what areas am I least skilled and knowledgeable? In what ways can I best employ the strengths of others to compensate for my weaker areas? In what ways can I offer my strengths to assist others? How can we best combine our skills and knowledge to accomplish our mutual objectives and goals?

1.) what is a big mistake for leaders? why?
 2.) What are 2 important aspects of leaders? Why do you think that is true?

Service to Others

We receive in the same measure with which we give, so we must serve others in the same way we would like to be served.

Within our daily occupations, our chosen avocations, and our personal relationships we encounter many opportunities to serve others. Whether this service is direct or indirect, public or private, compulsory or voluntary, we alone determine the character of our service. Poor, grudging service often leads to undesirable outcomes. Excellent, willing service usually leads to rich rewards, both tangible and intangible.

Current occupational trends indicate an ever-increasing growth in sales and service-related occupations. Successful salespeople and service providers understand that the high visibility inherent to these jobs can work either for or against them. They are committed to giving outstanding service and work hard to acquire the necessary skill sets. Employers recognize employees who consistently provide superb service and score high in customer satisfaction and are typically generous with accolades, promotions, and salary increases.