

fast▶▶track

Helping Adults Identify and Get on the Right Career Path

Career Management Skills

Leadership

1. General concepts
2. Leadership & team-management
3. Skills to be an effective leader
4. Conclusions



1. General concepts

Effective leadership means getting the best out of the people around you and bringing diverse skills and personalities together in pursuit of a common goal. Additionally, it conveys constant adaptation to new work organizational needs.

In complex environments, there are certain aspects that influence the effective leadership, such as:



Motivation

**Talent
management**

**Decision
making**

Communication

2. Leadership and team management

The 6 Goleman leadership styles provide insight into a fundamental truth: **Being the boss doesn't always make you the leader.** In workplaces where managers are competent but have poor interpersonal skills, employees are more likely to even consult their colleagues for advice.



Coercive
'do what I do'



Authoritative
'come with me'



Affiliative
'people come first'



Democratic
'what do you think?'



Pacesetting
'do it as I do'



Coaching
'try this'



2. Leadership and team management

Team management is a manager or organization's ability to lead a group of people in accomplishing a task or common goal. **Effective team management** involves **supporting, communicating with** and **uplifting team members** so they perform to the best of their abilities and continue to grow as professionals.



2. Leadership and team management

The importance of Team Management lies in the following reasons:

- ★ Promotes a **unified approach to leadership**, especially when team building is implemented.
- ★ Makes it **easier to solve problems** through the implementation of **negotiating** and **critical thinking**.
- ★ Encourages **open communication** between managers and team members and emphasizes good communication skills.
- ★ Ensures the work towards a **common goal clearly defined**.
- ★ Helps managers clearly **outline the roles and expectations** for their team members.



3. Skills to be an EFFECTIVE LEADER

Aside from guiding, inspiring and directing others, influential leaders are also passionate, committed, optimistic and confident. They also develop the talents and strengths of their team and motivate their people to achieve their common goals.

- a. Know how to share common outlooks
- b. Lead by example
- c. Show integrity
- d. Know how to communicate
- e. Be able to make difficult decisions
- f. Empower others



What does a Leader do?



EXERCISES & GAMES TO BECOME AN EFFECTIVE LEADER



9 everyday exercises

To look at these nine actual and everyday tips or exercises that can make you better, in small but powerful ways.



9 Best Leadership Games for Skill Development

You learn better when you're engaged, and what's more engaging than having a good time? The following leadership games can both make you a better leader, and improve the leadership qualities of your team members.

4. CONCLUSIONS: What sets great leaders apart?



LIFELONG LEARNERS

In order to succeed, they need to be constantly deepening and expanding their knowledge



FOCUS ON BUILDING OTHERS UP

Most effective leaders want to help people grow and often this requires helpful adjustment

EMBRACE FEEDBACK

Criticism and feedback are not usually pleasant, but they are essential. If you don't seek them out as leader, you'll never grow and will often cause harm to your organization

**‘Leadership is the
capacity to
translate vision into
reality’ —Warren Bennis**



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