Leadership 101



Anthem EAP

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Definition of Leadership

The definition of leadership is to lead a group of people, guiding and directing the group."

Leadership does not mean you have to be at the most senior level of an organization; it does not mean you have to have a certain title or position

Anyone can be a leader in anything with the right qualities and traits... we will look at what it takes to be a leader during the rest of todays session $\frac{1}{2} \int_{-\infty}^{\infty} \frac{1}{2} \int_$

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"Leaders become great, not because of their power, but because of their ability to empower others."

- John Maxwell

| Core Competencies | |
|------------------------------------------------------|---|
| | |
| • Knowledge | |
| Competent Confidence | |
| Change agent Empathy | |
| Boundaries | |
| Be positive | |
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| Knowledge | |
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| Know your materials Be a constant learner | |
| Study in a wide variety of ways | |
| Examine other leaders and companies | |
| Stay current with local, national and global affairs | |
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Competent

Ability to do your job
Especially during tough times
Making definitive decisions
Ability to see the "big picture"
Consistency and reliability

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- · Healthy self-esteem
- Charisma
- Realistic ego
- Passion

"A great leader's courage to fulfill his vision comes from passion, not position."

- John Maxwell

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Change Agent

- Be oper
- Be receptiveFoster change
- Encourage creativity

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Empathy

- Care for others
- · See others' viewpoints
- $_{\circ}\,$ Embrace conflict as a way to encourage others to speak up
- Emotional Intelligence
- Attuned to their audience
- When personal gets "too personal"

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Boundaries

The Dos

Be nice

- Be in a positive good mood
- · Be consistent
- Maintain your role and don't get too personal

The Don'ts

- Curse Gossip
- · Lose your temper or control
- Be inconsistent or unfair

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Be Positive

- Inspirational
- Motivational
- Belief system
- "Do good"
- · Realistic expectations



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What Makes a Good Leader vs. a Poor Leader

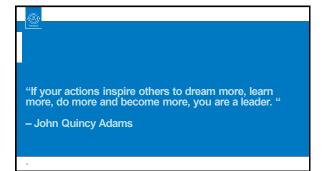
Good Leader...

- Being a good listener
 Allowing everyone to give their opinion
 Coaching others
 Showing trust and faith in others
 Not giving order, but providing direction and assistance if needed
 Good communication skills

Poor Leader...

- Trying to control others too much
 Dishing out orders and rules with no
 explanation or direction
 Not providing support
 Treating others with disrespect
 Not communicating
 Being a bad listener
 Unable to discipline

| Activity | |
|-----------------------------------------------------------------------------------------------------------------|--|
| Ask Yourself | |
| | |
| Who defines leadership for you? | |
| • Discuss who in your life you see as a good leader and why? What traits do they have? How do they communicate? | |
| Share this in a group setting or with a partner | |
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Resources Books: A Simpler Way by Margaret J. Wheatley & Myron Kellner-Rogers The 7 Habits of Highly Effective People by Stephen R. Covey Who Says Elephants Can't Dance? Inside IBM's Historic Turnaround by Lou Gerstner Ted Talks: http://www.ted.com/search?q=leadership App: How2Lead Leadership Development



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THANK YOU FOR PARTICIPATING!

Leadership 101

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