

# Leadership Skills Infographic

## What is a Good Leader?

"A leader is one who knows the way, goes the way and shows the way."  
John C. Maxwell, author, speaker and pastor

### What is the Meaning of Leadership?

- Leading Self**
  - Fix Confidence
  - Self-Awareness
  - Understanding & Committing to Life Goals
  - Integrity
- Leading Others**
  - Managing & Motivating Subordinates
  - Developing Subordinates
  - Team Management
- Leading the Business**
  - Execution & Operating Savvy
  - Innovation, Creativity & Entrepreneurship
  - Functional Knowledge
  - Gathering Information, Knowledge & Insights

Source: Developing Future Leaders for High Growth Indian Companies 2017

## What are the Basic Leadership Skills?



Source: Management Study Guide - Basic Leadership Skills 2008

## How can a Leader Stand out at Work? Leadership Competencies

Dr. Sunnie Giles asked 195 leaders across 15 countries in 30 global companies. They chose their most important skills. These were grouped into 5 major themes.

### Top 10 Leadership Competencies, Divided Below 5 Themes

195 Global leaders were asked to rate 74 qualities, the below ranked highest:



Source: Harvard Business Review - The Most Important Leadership Competencies, According to Leaders Around the World 2016

## Can Anyone be a Leader? The Leadership Gap

The leadership gap refers to the disconnect between the forecasted and the current capacity of the organisation.

"Do the difficult things while they are easy and do the great things while they are small. A journey of a thousand miles must begin with a single step."  
Lao Tzu, ancient Chinese philosopher

In a Hudson survey, leadership development has been revealed as the number one people priority of over 100 HR leaders for this year and next – yet only one in two organisations actually has a leadership strategy in place. It appears that concern around leadership is abundant, but action is not.

**92%** of HR leaders say leadership is important/very important to business success.

**54%** of organisations have a clearly articulated leadership strategy.

**53%** of organisations without a leadership strategy are planning to create one in the next 6 months.

Source: Hudson's Leadership Survey 2015

### Why is there a Leadership Gap?

Today's leadership capacity is insufficient to meet these future requirements:

- Inspiring Commitment
- Leading Employees
- Strategic Planning
- Change Management

### What can be Done to Bridge the Leadership Gap?

- Perform a needs assessment**  
Identify the capabilities that managers need now and in the future to execute and sustain the organization's strategy.
- Create a leadership strategy**  
A clear understanding of the leadership behaviors and business goals allows executives to develop a leadership strategy. In turn, development initiatives can be aligned with the operational needs.
- Develop clear, specific goals and strategies for individual leadership development**  
Assess managers' strengths and weaknesses as leaders against the core competencies identified in the needs assessment. Be sure to factor in feedback, coaching, and assessment towards goal attainment.
- Create systems**  
Excel at recruiting, identifying, and developing talent as well as performance management and retention.
- Evaluate**  
Build in systems for measuring how these efforts are paying off across the organization. What additional resources are needed? What metrics are in place to assess impact?

Source: Center for Creative Leadership - The Leadership Gap 2015

Read our Ultimate Guide to Leadership Skills: <https://www.makingbusinessmatter.co.uk/leadership-skills-ultimate-guide/>

## The Ultimate Guide to Leadership Skills

## 10 Leadership Qualities that Make Good Leaders

What Qualities will You Demonstrate as a Leader? What Makes an Effective Leader?

"Management is doing things right; leadership is doing the right things."  
Peter Drucker, management consultant, educator and author

- 1. Effective Communication**  
Good bosses say what they mean clearly & mean what they say. If you are unable to communicate your message effectively to your team, you can never be a good leader.
- 2. Inspire People**  
Good leaders create a vivid & compelling vision of the future. Think positive & have a positive approach, managing to stay calm under pressure and keep the motivation level up.

- 3. Positive Confidence**  
To be an effective leader, you should be confident enough to ensure that others follow your commands. Understand the power of positive psychology, where all situations are learning opportunities.
- 4. Integrity & Honesty**  
Good leaders know that information shared leaves employees feeling empowered. Leaders seeking when they stick to their values and core beliefs and without ethics, this will not be possible.

- 5. Problem Solving**  
Good leaders solve organisational problems & take advantage of marketplace opportunities. Leaders should take a little share of the blame & a little share of the credit.
- 6. Expertise**  
Good leaders over time should build upon their technical & professional skills. A leader should have the ability to take the right decision at the right time.

- 7. Creativity & Innovation**  
Leaders must be creative and innovative at the same time. They must think out of the box to come up with unique ideas and turn those ideas and goals into reality.
- 8. Flexibility**  
Leaders need to be flexible, accepting changes that come their way. Understanding the problems of your followers and feeling their pain is the first step to become an effective leader.

- 9. Delegation**  
Good leaders can delegate without need for micromanagement. Empower your followers & delegate tasks to them, it builds trust & allows you to focus on more important matters.
- 10. Mentoring**  
Good bosses get the best out of their staff through inspiration, coaching & learning. When your teammates see you getting your hands dirty, they will also give their best shot & helps gain their respect.

Source: Career Experts UK - Top Qualities for Leadership 2015

## What Makes a Good Leader? What are Examples of Leadership Skills? How can I be a Good Leader?

"A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be."  
Rosalynn Carter, former first lady of the United States & equal rights advocate

### 10 Key Factors to Being an Effective Leader

- 1. Set the Right Example**  
Lead by example in everything you do at work.
- 2. Continuous Development**  
Of your leadership skills. Understand your own attributes & limitations. Self-improvement is crucial.
- 3. Be Technically Proficient**  
Stay one step ahead of your team on technology.
- 4. Make Sound & Timely Decisions**  
It's important that you need to be in a position to make informed decisions quickly.
- 5. Seek & Take Responsibility for Your Actions**  
As a leader, your team will look to you for guidance & inspiration.
- 6. Positive Attitude**  
A positive environment is more likely to create more engaged & productive workforce.
- 7. Keep Your Team Informed**  
Your workforce will look to you to keep them informed at all times.
- 8. Get to Know Your Team**  
Understand what makes each person tick.
- 9. Don't be Afraid to Delegate**  
Successful delegations begins by matching the correct people to the correct tasks.
- 10. Want to be Led by those they respect & who have a clear vision.**

Source: Gallup.org Search UK - 10 Factors of Being a Good Leader 2015

## 5 Things Great Leaders Do

How Do You Demonstrate Leadership? Crucial leadership skills that every Entrepreneur needs to possess:

- Strategic vision
- Recruit a great team
- Embrace public speaking
- Learn from failure
- Ask for advice

Source: Biznes - Entrepreneurial Leadership Skills 2017

## How can I be a Good Leader at Work?

"The challenge of leadership is to be strong, but not rude; be kind, but not weak; be bold, but not bully; be thoughtful, but not lazy; be humble, but not timid; be proud, but not arrogant; have humour, but without folly."  
Jim Rohn, entrepreneur, author and motivational speaker

- Build Relationships
- Take on Responsibilities
- Practise Discipline
- Learn to Delegate
- Admit Failure & Strengthen Weakness
- Focus on the Positives
- Emphasise Actions More than Words
- Get Valuable Team Feedback
- Be Motivated

Source: Write - 9 Ways to Develop Your Leadership Skills 2017

## Would you like leadership training for you and your team?

Leadership Skills MBM

## Types of Leadership What are the 4 Types of Leadership?

Psychologist Kurt Lewin developed his framework in the 1930s. He suggested that there are three major styles of leadership:

- Autocratic Leaders** make decisions without consulting their team members, even if their input would be useful.
- Democratic Leaders** make the final decisions, but they include team members in the decision-making process.
- Laissez-faire Leaders** give their team members a lot of freedom in how they do their work, and how they set their deadlines.

A fourth style emerged, completing the 4 basic leadership styles we know today.

- Paternalistic Leadership** Under this management style, the leader assumes that his function is fatherly or paternal. Paternalism means papa knows best.

Over time, more modern types of leadership have emerged including Daniel Goleman's 6 Leadership Styles:

- The Visionary Leader** is inspiring. They will set a goal for the team but not dictate how they get there. Instead, they encourage the team to come up with their own ideas.
- The Coaching Leader** uses his/her coaching skills to link the team development with the future needs of the business. Thus, this style is normally very empathetic and encouraging.
- The Affiliative Leader** is all about the people, harmony in the team and exhibiting strong conflict resolution skills. This leadership style is a "people first" approach.

- The Democratic Leader** has a very inclusive way of working. Also known as the participative leader, they focus on asking questions and listening more to the team's ideas than just telling them what to do.
- The Pacesetter Leader** is all about results; happy to get their hands dirty to help the team achieve goals. Consequently, they have very high standards for their teams.
- The Commanding Leader** is the same as the autocratic leader of the Lewin Theory. They are very direct and use fear as a tool to achieve goals. For that reason, they are likely to have a demotivated team.

Source: Wise Toast - Types of Leadership Styles 2017

## What are the 7 Leadership Styles? Modern leadership styles that are in use today:

- Autocratic
- Democratic
- Visionary
- Coaching
- Affiliative
- Pacesetter
- Commanding

## Can I take the Leadership Skills Assessment Tool Online?

Complete the self-assessment to know if you are a great leader.

## Leadership vs. Management What is Leading in an Organisation?

"Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others."  
Jack Welch, author, business executive and chemical engineer

### What is the Difference Between a Leader and Manager?



Source: Project Manager - Leadership vs. Management 2018

## Developing Leadership Capabilities How can I be a Good Leader at Work? 3 Key Things to Set up New Leaders for Success

- 1. Be Honest About Challenges**  
Show & tell first time managers they're supported. It increases job satisfaction & reduces the chance they'll leave the business.
- 2. Tailor to Specific Developmental Needs**  
Make sure training is relevant to the challenges they may face as new managers & not just generic tips that cover a wide spectrum & apply to many.
- 3. Create Learning Networks**  
First time managers should have the possibility to share successes & failures, discuss what they've learnt & be each other's support system.

Source: Center for Creative Leadership - How to Prepare First Time Leaders for Success 2017

## What are the 5 Leadership Skills?

- Communication
- Awareness
- Honesty/Integrity
- Relationship Building
- Innovation

Source: Villanova - 5 Leadership Skills Foster in Managers 2019

## What are Your Leadership Strengths and Weakness? What Leadership Skills are Your Strongest?

Understanding who you are as a leader can help you understand how to use what you have and how to improve.

- POSITIVE**
  - Creative
  - Organised
  - Dedicated
  - Flexible
  - Enthusiastic
  - Calm
  - Reflective
  - Adventurous
  - Responsible
  - Positive
  - Realistic
  - Humble
  - Self-Confident
  - Patient
  - Passionate
- NEGATIVE**
  - Disorganised
  - Inflexible
  - Stubborn
  - Inconsistent
  - Obsessive
  - Emotionless
  - Shy
  - Irresponsible
  - Boring
  - Unrealistic
  - Negative
  - Intimidating
  - Weak
  - Arrogant
  - Indecisive
  - Impatient

Source: How to Turn Your Weaknesses into Strengths 2013

## What are some Leadership Roles? What are Leadership Positions?

Henry Mintzberg's Managerial Roles	
Informational	
Monitor	Function: Responsible for information relevant to the organisation's environment. Activity: Handle correspondence & information.
Disseminator	Function: Responsible for forwarding information to organisational members. Activity: Forward internal emails.
Spokesperson	Function: Transmit information to outsiders about organisation. Activity: Attend management meetings.
Interpersonal	
Figurehead	Function: Symbolic leadership duties involving social & legal matters. Activity: Attend ceremonies, greet visitors & attend events.
Leader	Function: Motivate, inspire & guide employees actions, training & support. Activity: Build relationships with employees & teams.
Liaison	Function: Build & maintain relationships between organisation & others. Activity: Work on external boards & social networking.
Decisional	
Entrepreneur	Function: Scan organisation environment for opportunities. Activity: Participate in strategy & review meetings for new projects.
Disturbance Handler	Function: Manage problems & crises in organisation. Activity: Participate in strategy & review meetings for problems.
Resource Allocator	Function: Take responsibility for allocation of all organisational resources. Activity: Create work schedules, authorise requests & budgets.
Negotiator	Function: Represent the organisation in important negotiations. Activity: Negotiate with vendors & clients, settle disputes.

Source: Mind Tools - Mintzberg Management Roles 1999

## How do You Lead a Team?

- Create an environment of leadership
- Make the team feel safe
- Actively manage through adaptive change
- Be a servant to your team
- Always eat last

Source: Forbes - Ways to Lead Your Team 2015

## Learn more about Leadership Skills & how to lead your team better

<https://www.makingbusinessmatter.co.uk/leadership-tips/>

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