

EFFECTIVE LEADERSHIP



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WHO COULD BE A LEADER?



Or You can be!

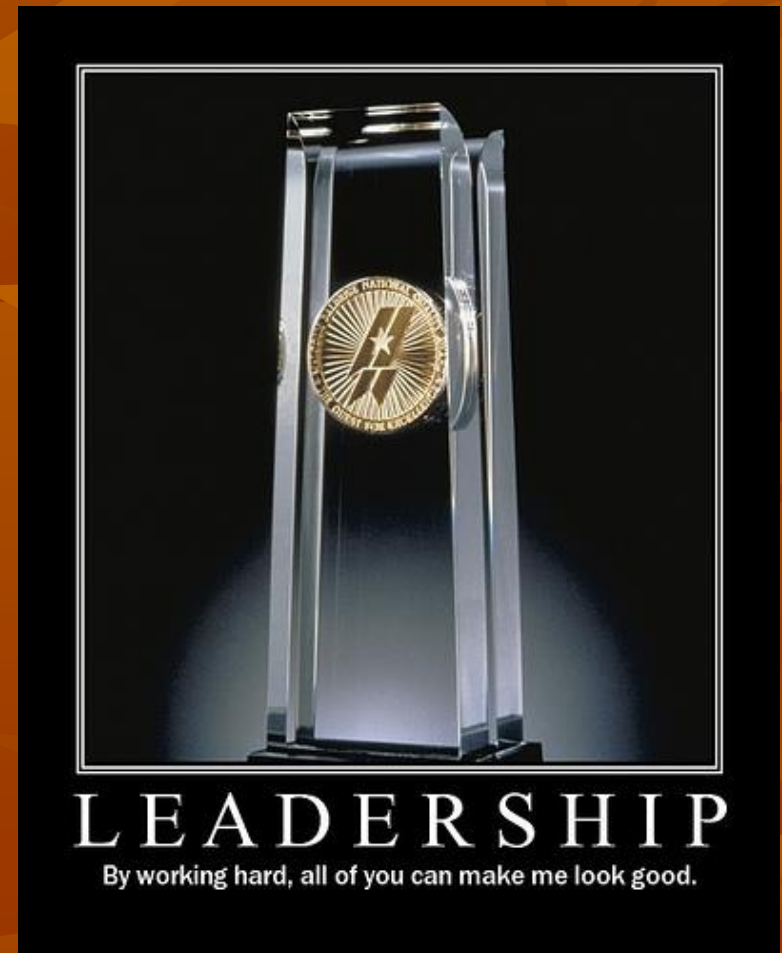


Kids on a Mission

The word leadership can refer to:

- The process of leading.
- Those entities that perform one or more acts of leading.
- The ability to affect human behavior so as to accomplish a mission designated by the leader

Wikipedia



Leadership Qualities

1. Humility

- It is often found in the most effective leaders, including Pope John Paul II and Abraham Lincoln.

2. Integrity

- Leaders in different industries and cultures can and do spar over the rules, but integrity is the bedrock characteristic of straight dealing. If you lose your integrity, you lose everything.

Leadership Qualities

3. Decisiveness

- A leader's ability to step up and make decisions, even if it's deciding only when consensus has been reached and it's time to act.

4. Take risk

- Leaders have the courage to act in situations where results aren't assured. They're willing to risk failure.

Leadership Qualities

5. Emotional resonance

- This is the ability to grasp what motivates others and use it to inspire them into action.

6. Build Teams

- Leaders create productive teams that draw the best from people. They effectively coach teams in collaboration, consensus building, and conflict resolution.

Leadership Qualities

7. Self-knowledge

- This valuable trait will protect you from overreaching.

8. Passion

- Fortunately, this trait is prized and encouraged in Filipino life. If you are passionate about something, that's where you will lead.

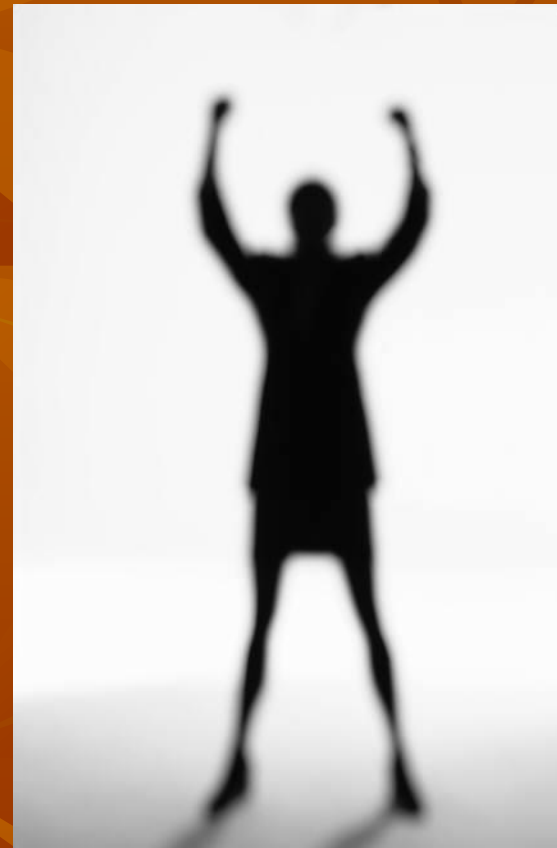
Leadership Qualities

9. Conviction

- All leaders everywhere believe in what they're doing.

10. Dedication

- Dedication means spending whatever time and energy on a task is required to get the job done, rather than giving it whatever time you have available.



Leadership Qualities

11. Magnanimity

- A magnanimous person gives credit where it is due. It also means being gracious in defeat and allowing others who are defeated to retain their dignity.

12. Openness

- Openness means being able to listen to ideas that are outside one's current mental models, being able to suspend judgement until after one has heard someone else's ideas.



Outstanding Student Leader Qualities

■ **Performance**

Demonstrates success in carrying out the duties of the leadership position, or the duties necessary to successfully complete the project and/or activity.

■ **Vision**

Demonstrates ability to provide direction for the organization.

Outstanding Student Leader Qualities

- **Initiative**

Demonstrates ability to take the lead in meeting organizational goals.

- **Commitment**

Demonstrates reliability and dedication to accomplish the goals and objectives of the organization, or the unique service objectives related to service learning. Dedication and implementation and organization of community service events.

Outstanding Student Leader Qualities

■ Character

Use of good judgment reflected in all activities. Performance, vision and initiative above the norm in service activities. Character may also be revealed by an individual's ability to overcome physical and/or environmental handicaps.

What leadership style work best for me and my organization?"

- "There are many leadership *styles* from which to choose
- Different styles were needed for different situations and each leader needed to know when to exhibit a particular approach.



Basic Leadership Style

- Autocratic
- Bureaucratic
- Laissez-faire
- Democratic



Autocratic Leadership Style

- • The classical approach
- • Manager retains as much power and decision making authority as possible
- • Does not consult staff, nor allowed to give any input
- • Staff expected to obey orders without receiving any explanations
- • Structured set of rewards and punishments



FEAR

We have nothing to fear but fear itself !

Oh, yeah....and this asshole

- Greatly criticized during the past 30 years
- • Gen X staff highly resistant
- • Autocratic leaders:
- • *Rely on threats and punishment to influence staff*
- • *Do not trust staff*
- • *Do not allow for employee input*



Not all bad

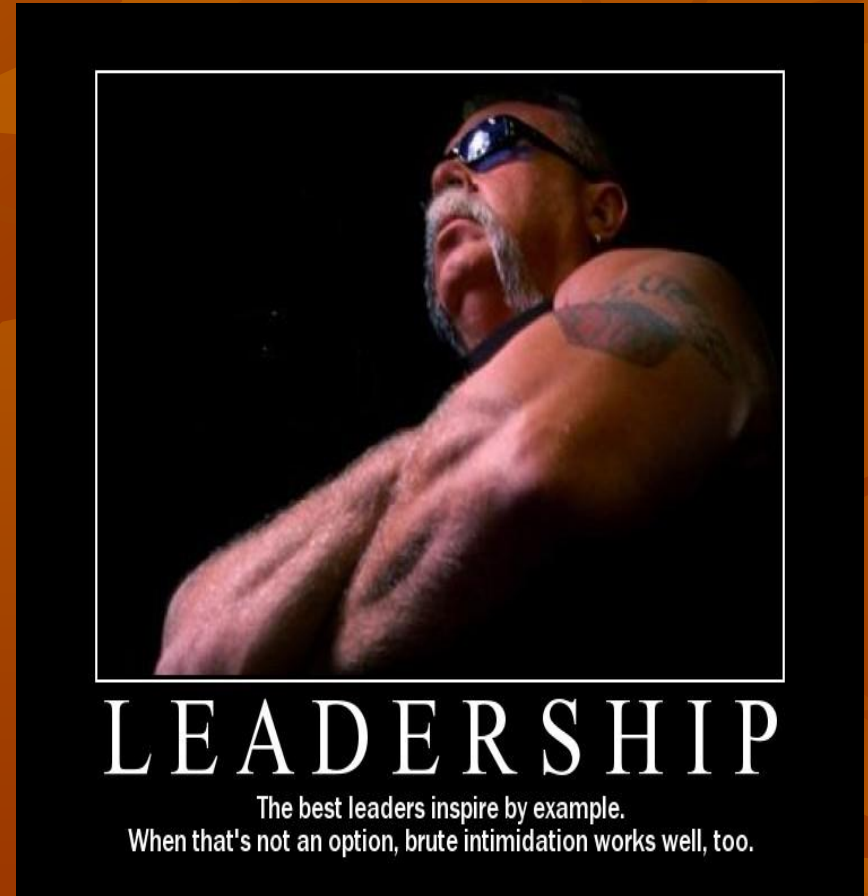
- • Sometimes the most effective style to use
- • When:
- ☐ *New, untrained staff do not know which tasks to perform or which procedures to follow*
- ☐ *Effective supervision provided only through detailed orders and instructions*
- ☐ *Staff do not respond to any other leadership style*
- ☐ *Limited time in which to make a decision*
- ☐ *A manager's power challenged by staff*
- ☐ *Work needs to be coordinated with another department or organization*

Should not be used

- • When:
 - ☐ Staff become tense, fearful, or resentful
 - ☐ Staff expect their opinions heard
 - ☐ Staff depend on their manager to make all their decisions
 - ☐ Low staff morale, high turnover and absenteeism and work stoppage

Bureaucratic Leadership Style

- • Manages “by the book”
- • Everything done according to procedure or policy
- • If not covered by the book, referred to the next level above
- • A police officer not a leader
- • Enforces the rules



Most effective

- When:
- ☐ *Staff performing routine tasks over and over*
- ☐ *Staff need to understand certain standards or procedures.*
- ☐ *Safety or security training conducted*
- ☐ *Staff performing tasks that require handling cash*

Ineffective

- When:
- ☐ *Work habits form that are hard to break, especially if they are no longer useful*
- ☐ *Staff lose their interest in their jobs and in their co-workers*
- ☐ *Staff do only what is expected of them and no more*

Democratic Leadership Style

- • Also known as participative style
- • Encourages staff to be a part of the decision making
- • Keeps staff informed about everything that affects their work and shares decision making and problem solving responsibilities



The Leader

- A coach who has the final say, but gathers information from staff before making a decision
- • Produce high quality and high quantity work for long periods of time
- • Staff like the trust they receive and respond with cooperation, team spirit, and high morale



The Democratic Leader

- Develops plans to help staff evaluate their own performance
- • Allows staff to establish goals
- • Encourages staff to grow on the job and be promoted
- • Recognizes and encourages achievement



Most Effective

- • When:
- *Wants to keep staff informed about matters that affect them.*
- *Wants staff to share in decision-making and problem-solving duties.*
- *Wants to provide opportunities for staff to develop a high sense of personal growth and job satisfaction.*
- *A large or complex problem that requires lots of input to solve*
- *Changes must be made or problems solved that affect staff*
- *Want to encourage team building and participation*

Democratic leadership should not be used when ...

- • Not enough time to get everyone's input
- • Easier and more cost-effective for the manager to make the decision
- • Can't afford mistakes
- • Manager feels threatened by this type of leadership
- • Staff safety is a critical concern

Laissez-Faire Leadership Style

- • Also known as the “hands-off” style
- • The manager provides little or no direction and gives staff as much freedom as possible
- • All authority or power given to the staff and they determine goals, make decisions, and resolve problems on their own



An effective style to use ...

- • Staff highly skilled, experienced, and educated
- • Staff have pride in their work and the drive to do it successfully on their own
- • Outside experts, such as staff specialists or consultants used
- • Staff trustworthy and experienced



Should not be used

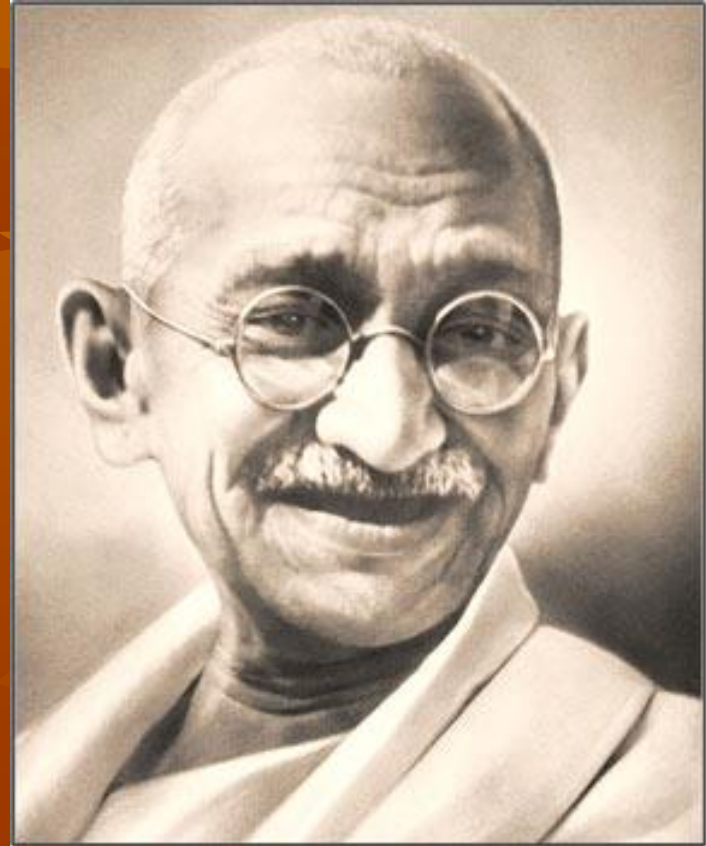
- • Staff feel insecure at the unavailability of a manager
- • The manager cannot provide regular feedback to staff on how well they are doing
- • Managers unable to thank staff for their good work
- • The manager doesn't understand his or her responsibilities and hoping the staff cover for him or her

Other Leadership Styles



The Transformational Leadership

- • Make change happen in:
- • Self,
- • Others,
- • Groups, and
- • Organizations
- • Charisma a special leadership style commonly associated with transformational leadership; extremely powerful, extremely hard to teach



Transactional Leadership

- • Emphasizes getting things done within the umbrella of the status quo
- • In opposition to transformational leadership
- • “By the book” approach - the person works within the rules
- Commonly seen in large, bureaucratic organizations



Creative Leadership

- Ability to uniquely **inspire** people,
- To generate shared **innovative** responses and solutions
- To complex and readily changing situations



Corrective Leadership

- Empowers staff to facilitate collaborative and synergism
- Working with and through other people instead of bowing to authoritarianism



Change Leadership

- • Endorses alteration
- • Beyond thinking about individuals and individual organization, single problems and single solutions
- Rethinking systems to introduce change on parts of the whole and their relationship to one another



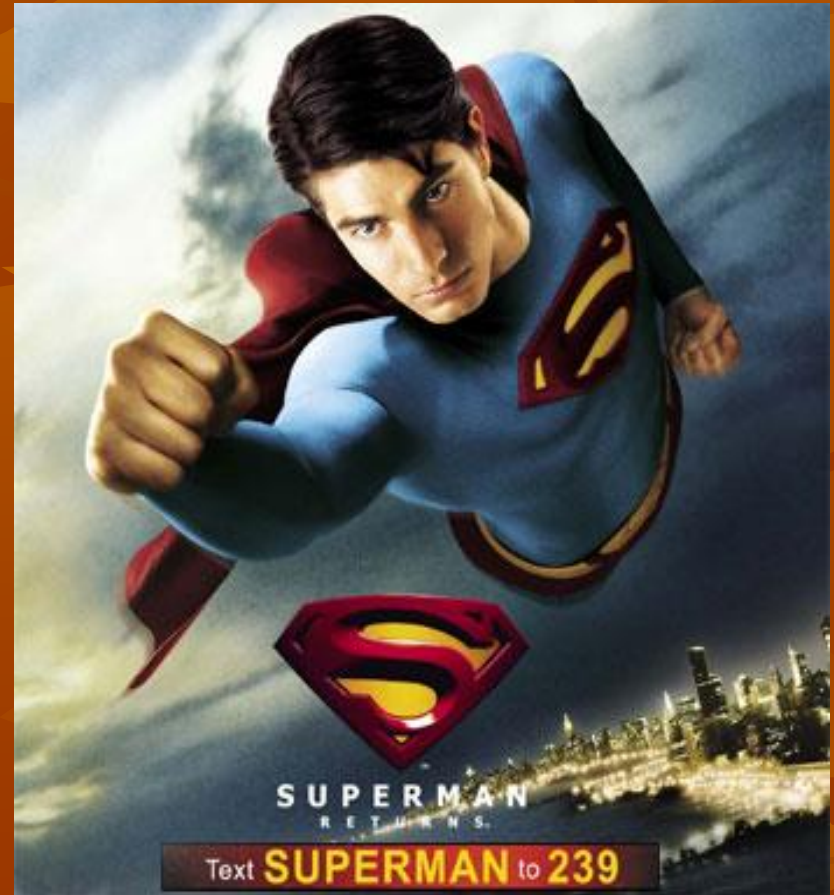
Intelligence Leadership

- To navigate the future by embracing ambiguity and reframing problems as opportunities
- A proactive stance in taking their organizations into uncharted territory



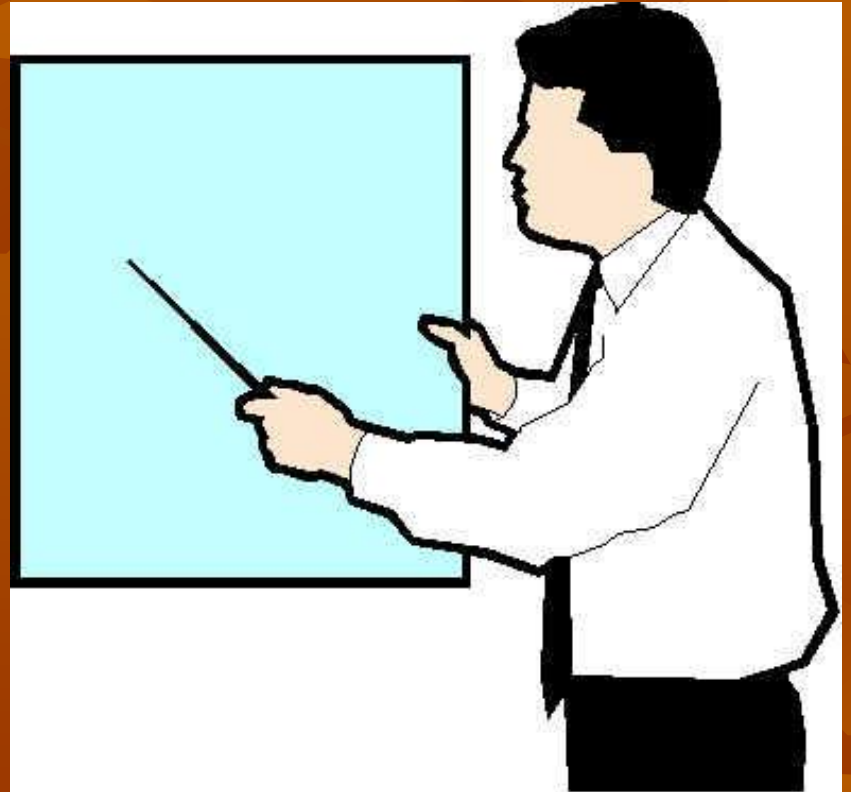
Multicultural Leadership

- Fosters team and individual effectiveness
- Drives for innovation by leveraging multicultural differences
- Teams work harder in an atmosphere of understanding and mutual respect



Pedagogical Leadership

- Paradigm shift from leader/teacher centered "orientation" to an interactive, connective organizational system using a democratic learning and communicative style
- An alternative to instructional leadership by enabling the learning and intellectual growth of those led



Servant Leadership

- A practical philosophy focusing on people who choose to serve first and then lead as a way of expanding service
- *Servant leaders are "servants first" with the object of making sure that other people's highest priority needs are being served*
- Leaders put the needs of their followers first; these leaders rare in business



Bridging leadership

- Fostering synergy and reinforcing behavior and motivation through the use of communication to create climate of trust and confidence
- *Projection of confidence on the face of a difficult challenge*



Purposeful Leadership

- *Leader and the community share a common purpose to develop or provide the drive, authority and commitment to undertake projects*



Varying Leadership Style

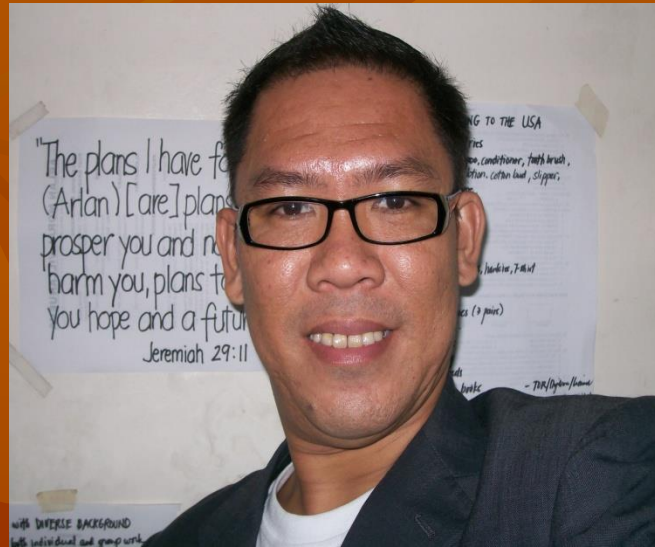
- • Three factors that influence which leadership style to use.
- 1. The manager's personal background: *What personality, knowledge, values, ethics, and experiences does the manager have. What does he or she think will work?*
- 2. Staff being supervised: Staff individuals with different personalities and backgrounds; The leadership style used will vary depending upon the individual staff and what he or she will respond best to
- 3. The organization: The traditions, values, philosophy, and concerns of the organization influence how a manager acts

Determining the Best Leadership Style

- Should leaders be more task or relationship (people) oriented
- • Leaders have a dominant style, one they use in a wide variety of situations
- • No one best style - leaders must adjust their leadership style to the situation as well as to the people being led
- • Many different aspects to being a great leader - a role requiring one to play many different leadership styles to be successful



To lead you must first be able to follow: for without followers, there can be no leaders.



- Please visit my blog:
- www.arlanvillanueva.blogspot.com
- MARAMING SALAMAT PO!