

Determine Your LEADERSHIP STYLE



Objectives

Upon completion of this session, you will be able to:

- Identify the common used leadership styles
- Examine your own preferred leadership style, and analyze how and when to utilize that style
- Communicate effectively by identifying your leadership style
- Identify traits of a successful leader

Defining a Leader...

Think of a leader that you worked for or observed...

What does this person do and what qualities does this person have that make you admire him or her as a leader?

“Leadership is about making others better as a result of your presence and making sure that impact lasts in your absence.” **Sheryl Sandberg, COO of Facebook**



Definition of Leadership

1. The individuals who are the leaders in an organization, regarded collectively.
2. The activity of leading a group of people or an organization or the ability to do this.

Leadership involves:

- Establishing a clear vision and sharing that vision with others so that they will follow willingly,
- Coordinating and balancing the conflicting interests of all members and stakeholders.

A leader steps up in times of crisis, and is able to think and act creatively in difficult situations.

Styles of Leadership

- **Autocratic (Authoritarian)**
- **Democratic (Participant)**
- **Laissez-Faire**
- **Transactional**
- **Transformational**



Autocratic

- *Leader* retains power (classical approach)
- *Leader* is decision-making authority
- *Leader* does not consult employees for input
- *Employees are* expected to obey orders
- Motivation provided through structured rewards and punishments

When to use *Autocratic*

- New, untrained employees
- Employees are motivated to follow
- High-volume production needs
- Limited time for decision making
- During time of emergency



When to **not** use *Autocratic*

- Employees become tense, fearful, or resentful
- Employees expect to have their opinions heard
- Employees begin depending on their manager to make all their decisions

Democratic



- Often referred to as **participative style**
- Keeps employees informed
- Shares decision making and problem solving responsibilities
- “Coach” who has the final say, but...
- Gathers information from staff members before making decisions

Democratic Continued



- Help employees evaluate their own performance
- Allows employees to establish goals
- Encourages employees to grow on the job and be promoted
- Recognizes and encourages achievement
- Can produce high quality and high quantity work for long periods of time

When to use *Democratic*



- To keep employees informed
- To encourage employees to share in decision-making process
- To provide opportunities for employees to develop a high sense of personal growth
- To encourage team building and participation.

When to **not** use *Democratic*

- There is not enough time to get everyone's input.
- It's easier and more cost-effective for the manager to make the decision.
- The business can't afford mistakes.
- If the manager feels threatened by this type of leadership.
- Employee safety is a critical concern.

Laissez-Faire



- Also known as the “hands-off” style
- Little or no direction
- Gives employees as much freedom as possible
- All authority or power is given to the employees
- Employees must determine goals, make decisions, and resolve problems all on their own.

When to use *Laissez-Faire*



- Employees are highly skilled, trustworthy, educated and experienced
- Employees have pride in their work and the drive to do it successfully on their own
- Outside experts, such as specialists or consultants are being used
- Employees are comfortable working without close supervision

When to **not** use *Laissez-Faire*

- When employees lack the knowledge or experience they need to complete tasks and make decisions
- When the manager must provide regular feedback to employees
- When the manager doesn't understand his or her responsibilities and is hoping the employees can cover for him or her.

Transactional



- Motivate by appealing to their own self-interest
- Motivate by the *exchange* process.
 - EX: business owners exchange status and wages for the work effort of the employee.
- Focuses on the accomplishment of tasks & good worker relationships in exchange for desirable rewards.

When to use *Transactional*

- Leader wants to be in control
- When there are approaching deadlines that must be met
- Relationship is short term



When to **not** use *Transactional*

- When employees are not motivated by the exchange system of good work for rewards.
- Relationship is long-term

Transformational



- Charismatic and visionary leader
- Inspire employees to transcend their self-interest for the organization
- Appeal to employees ideals and values
- Common strategies used to influence employees include vision and framing

Transformational

continued...



- Instills feelings of confidence, admiration and commitment
- Stimulates employees intellectually, arousing them to develop new ways to think about problems.
- Flexible and innovative.

When to use *Transformational*



- When leaders want members to be an active part of the organization and have ownership to it
- When leaders are building a sense of purpose
- When the organization has a long term plan
- When people need to be motivated

Research indicates that transformational leadership is more strongly correlated with lower turnover rates, higher productivity, and higher employee satisfaction.

Leading Employees vs. Managing Employees

Are all managers leaders?

Are all leaders managers?

A **manager** is a person in an organization who is responsible for carrying out the **four functions of management**, including **planning, organizing, leading and controlling**.

You will notice that one of the functions is leadership, so you might ask yourself if it would be safe to assume that all managers are leaders.

Theoretically, yes - all managers would be leaders **if** they effectively carry out their leadership responsibilities to **communicate, motivate, inspire and encourage employees** towards a higher level of productivity.

However, not all managers are leaders simply because not all managers can do all of those items just listed

Traits of a Leader

Which traits do you believe makes a successful leader?



8 Traits Of A Successful Leader

- **Characteristic #1: Builds Relationships** - Top managers develop strong bonds with staff members, colleagues and executives. This provides a platform for working as a team. It also gains respect and trust from coworkers.
- **Characteristic #2: Communicates Effectively** - Top managers are able to communicate in a variety of media. They connect person-to-person and get their message across clearly when on the phone, in-person or via email.
- **Characteristic #3: Implements Top Listening And Questioning Skills** - Top managers know that it is important to listen before speaking. And once they are aware of what they need to know, they ask pertinent questions to see what alternatives or issues need to be addressed.
- **Characteristic #4: Able To Build A Team** - Top managers are able to develop their staff so they can interact more effectively with each other. They create a synergy that motivates the team to produce greater results than they would by working individually.

8 Traits Of A Successful Leader

- **Characteristic #5: Understands The Financial Aspects Of The Business -** Top managers know that profitable sales growth is the key to a successful business. They look at financial goals and measure and manage by designated metrics to ensure success.
- **Characteristic #6: Knows How To Create A Positive Work Environment -** Top managers realize that positive morale and recognition is important to keep everyone motivated. Without positive motivation, people will not work as hard for the organization.
- **Characteristic #7: Leads by Example -** Top managers know when to roll their sleeves up and pitch in to get things done. They also have the knowledge on how to accomplish goals and are always looking for ways to increase efficiency and improve the end result.
- **Characteristic #8: Helps People Grow And Develop Their Skills-** Top managers know the difference between education and on-the-job learning. They are concerned about people's development and career growth. They look for the right ways to help their employees maximize their skills and knowledge.

Transformational Leader Video



<https://youtu.be/sBkqiqfEnzE>

Thank you