

The Foundations of Leadership

They Know it...When They See it!

IFEA Webinar
April 23, 2015

Copyright © 2015 Gail Lowney Alofsin
Tel: (401)640-4418
E-mail: gail@gailspeaks.com
Twitter: @gailalofsin
www.gailspeaks.com

The Foundations of Leadership

They Know it...When They See it

I. All about “YOU”

Synergy: 1+1=___

Review: Personal Leadership History

- 1) What kind of games did you enjoy playing as a child? Did you usually lead, follow, both?

- 2) Think of teacher, mentor or supervisor. What one significant lesson have you learned from that teacher/mentor?

Challenges You May Face

- Difficult people - colleagues, vendors, clients
- Intense, stressful workplace
- Facing and resolving “dysfunctional” practices in the work group
- Helping those around you (whether you supervise them or not) to be optimally productive
- Apathy
- Other?

II. What does Leadership Mean to You?

Define Leadership

Doing the right thing verses doing things right.

Leaders do the right thing. Managers focus on doing things right.

Warren Bennis

Leadership Strengths

- Trust
- Loyalty
- Honesty
- Vision
- Passion
- Wisdom
- Knowledge
- Character
- Good listener
- Informative
- Non judgmental
- Guidance
- Courage
- Integrity
- Authenticity
- **Positional Power**
- **Personal Power**

Developing Natural Attributes

- Inclusion
- Self control
- Flexibility
- Cooperative Attitude
- Time Consciousness
- Enthusiasm
- Honesty and Directness
- Other?

Hurdles You May Have to Overcome

- Gossip – malicious or “innocent”
- Low energy
- Time depletion
- Change resistant
- The Frito Bandito!
- Negativity
- Other?

III. You As A Leader: Communication

ROADMAP! Clear Sense of Direction

- Vision (Can they see it?)
- Understandable Goals (Purpose)
- Consensus (Developing the “buy in”)

Communication Methods

- Listening (Giving and receiving feedback)
- Interpersonal
- Non verbal
- Face to Face
- Phone (incoming and outgoing message)
- Email (OUCH!)
- Correspondence – The Business Letter, the Thank you note
- Other?

Leadership Styles: Communication Strengths

- Do your best to “know” your stakeholders
- Keep your team/boss/family/friends informed.
- Keep all lines of communication open.
- Provide regular and CLEAR feedback.
- Listen more than you talk

Listening...*the most crucial of all our communications skills!*

- 1) Completely hear what the other person says
- 2) Understand what you have heard
- 3) Interpret what you have understood

Effective listening

- Listen with your entire body!
- Active listening

IV. Living Leadership

Cultivating Healthy Relationships

Trust (Trust up - Trust down)

Five Rules of Trust

- Trust is not _____.
- Trust needs _____.
- Trust develops through _____.
- Trust is _____.
- Trust requires _____.

Integrity is the cornerstone of lasting trust.

Words Matter

The six most important words: _____.

The five most important words: _____.

The four most important words: _____.

The three most important words: _____.

The two most important words: _____.

The one most important word: _____.

The least most important word: _____.

- Author unknown

**“You make a living by what you get.
You make a life by what you give.”**

-Winston Churchill