

LEADERSHIP

Expressions:

1. Know yourself and seek self-improvement - Seeking self-improvement means continually strengthening your attributes. This can be accomplished through self-study, formal classes, reflection, and interacting with others.
2. Be technically proficient - As a leader, you must know your job and have a solid familiarity with your employees' tasks.
3. Seek responsibility and take responsibility for your actions - Search for ways to guide your organization to new heights. And when things go wrong, they always do sooner or later — do not blame others. Analyze the situation, take corrective action, and move on to the next challenge.
4. Make sound and timely decisions - Use good problem solving, decision making, and planning tools.
5. Set the example - Be a good role model for your employees. They must not only hear what they are expected to do, but also see. We must become the change we want to see - Mahatma Gandhi
6. Know your people and look out for their well-being - Know human nature and the importance of sincerely caring for your workers.
7. Keep your workers informed - Know how to communicate with not only them, but also seniors and other key people
8. Develop a sense of responsibility in your workers - Help to develop good character traits that will help them carry out their professional responsibilities.
9. Ensure that tasks are understood, supervised, and accomplished -
Communication is the key to this responsibility.
10. Use the full capabilities of your organization - By developing a team spirit, you

will be able to employ your organization, department, section, etc. to its fullest capabilities.

11. Challenge the process - First, find a process that you believe needs to be improved the most.

12. Inspire a shared vision - Next, share your vision in words that can be understood by your followers.

13. Enable others to act - Give them the tools and methods to solve the problem.

14. Model the way - When the process gets tough, get your hands dirty. A boss tells others what to do, a leader shows that it can be done.

15. Encourage the heart - Share the glory with your followers' hearts, while keeping the pains within your own.

Do you think these attributes are essential for a leader?

BE a professional. Examples: Be loyal to the organization, perform selfless service, take personal responsibility.

BE a professional who possess good character traits. Examples: Honesty, competence, candor, commitment, integrity, courage, straightforwardness, imagination.

KNOW the four factors of leadership — follower, leader, communication, situation.

KNOW yourself. Examples: strengths and weakness of your character, knowledge, and skills.

KNOW human nature. Examples: Human needs, emotions, and how people respond to stress.

KNOW your job. Examples: be proficient and be able to train others in their tasks.

KNOW your organization. Examples: where to go for help, its climate and culture, who the unofficial leaders are.

DO provide direction. Examples: goal setting, problem solving, decision making, planning.

DO implement. Examples: communicating, supervising, evaluating.

DO motivate. Examples: develop morale and esprit de corps in the organization, train, coach, counsel.

Questions:

- . How do you understand the term Leadership?
- . Who are the first leaders who come to your mind?
- . What makes those people great leaders?
- . What are the qualities or characteristics that every leader should have?
- . Are some people natural leaders and other people natural followers? Why?
- . Do you think it is possible to become a leader, or can one be a born leader only?
- . Do you associate the term Leadership with business only or with something else?
- . Are you a leader? If not, would you like to be a leader?
- . Do you think it is necessary to be a leader in modern life?
- . Are some people natural leaders and other people natural followers? Why?
- . Whom would you like to be more: a leader or a follower?
- . Do you think it is possible to change the position from follower to a leader?
- . What characteristics does a bad leader have?

SAYINGS

1 None are more taken in with flattery than the proud who wish to be the first and are not.

(Spinoza)- Никто так не падок на лесть, как тот честолюбец, который хотел бы быть первым, но не смог им стать.

2 Ambition is so powerful a passion in the human breast, that however high we reach we are

never satisfied. (Machiavelli) Честолюбие - такое сильное человеческое чувство, что как бы высоко мы не забирались, мы никогда не испытываем удовлетворения.

3 I seek the Presidency not be-cause it offers me a chance to be somebody, but because it

offers a chance to do some-thing. (Nixon) Я стремлюсь к президентской власти не потому, что она дает мне шанс кем-то стать, а потому, что это шанс что-то сделать.