

The Leader in

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***Administrative  
Professional Symposium***

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**We start here!**



# Leadership?

Nature or Nurture ?

I am not a CEO\Manager- Am I a Leader?

How can I be a better Leader?

Leadership Spotlight!

Step Up!

Stand Up

Stand Out !

# Leadership = INFLUENCE



- ❑ The ability to positively influence people to have a meaningful impact and achieve results.
- ❑ Is the ability to influence others, with or without authority.

*“As we look ahead into the next century, leaders will be those who empower others.” ~ Bill Gates*

# Remember the Titans

## Individual/Group Activity

- **5Minutes**

What does this clip from *Remember the Titans* tell us about leadership?

- **Jot down 3 points**
- **Pick a spokesperson from your table**

Let's Watch...



# Characteristics of a Leader

## A LEADER:

- ❑ **MOTIVATES**- desire to achieve above & beyond expectations
- ❑ **INSPIRES** and **ENERGIZES**
- ❑ **COACHES** and **CREATES** self-leaders
- ❑ **ACCOUNTABLE**- accept responsibility & don't blame others
- ❑ **OPTIMISM & POSITIVITY** – facing a challenge with energy & positivity
- ❑ **PROVIDES** a vision to believe in
- ❑ **EMPOWERS**
- ❑ **FOCUSED** – an inward focus and a focus on others





***DISCOVER.....***

# Our Voyage of Discovery

***"You cannot teach  
a man anything,  
You can only help  
him to discover  
himself"***



Galileo

# On a Daily Basis....



# Discover The Leader in YOU!





“ If your actions inspire others to dream more,  
learn more, do more,  
you are a leader”

John Quincy Adams

# Discover **the Leader in YOU**: Successful Leaders.....

## ☐ **Vision**

*.....know what they want to do, and have the strength of character to pursue their objectives in the face of opposition and in spite of failures.*

## ☐ **Passion**

*...believe passionately in their goals. They have a positive outlook on who they are, and they love what they do. Their passion for life is a guiding star for others to follow, because they radiate promise!*

## ☐ **Integrity**

*....because they know who they are, effective leaders are also aware of their weaknesses. They only make promises they can follow through on.*

## ☐ **Honesty**

*...convey an aura of honesty in both their professional and their personal lives.*

# Discover **the Leader in YOU**: Successful Leaders.....

## ☐ Emotional Intelligence

*...aware of their own emotions and the emotions of those around them and how these emotions can affect people.*

## ☐ Commitment

*...resolve to endure and move forward slowly until success is achieved. Failures and setbacks are lessons and enable them to remain on course.*

## ☐ Trust

*...earn the trust of their followers and act on behalf of their followers.*

## ☐ Curiosity

*..are enthusiastic learners. They find out what they need to know in order to pursue their goals.*

# Discover the Leader in YOU: Successful Leaders.....

## ❑ Risk

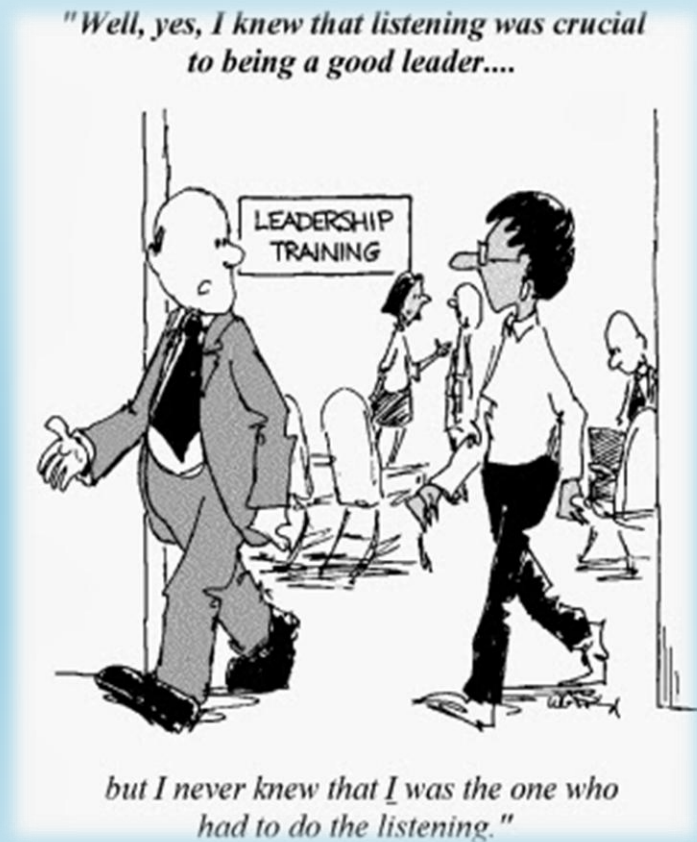
*..take calculated risks when necessary to achieve their objectives. If a mistake is made, they will learn from the mistake and use it as an opportunity to improve.*

## ❑ Dedication:

*... The leader gives himself or herself entirely to the task.*

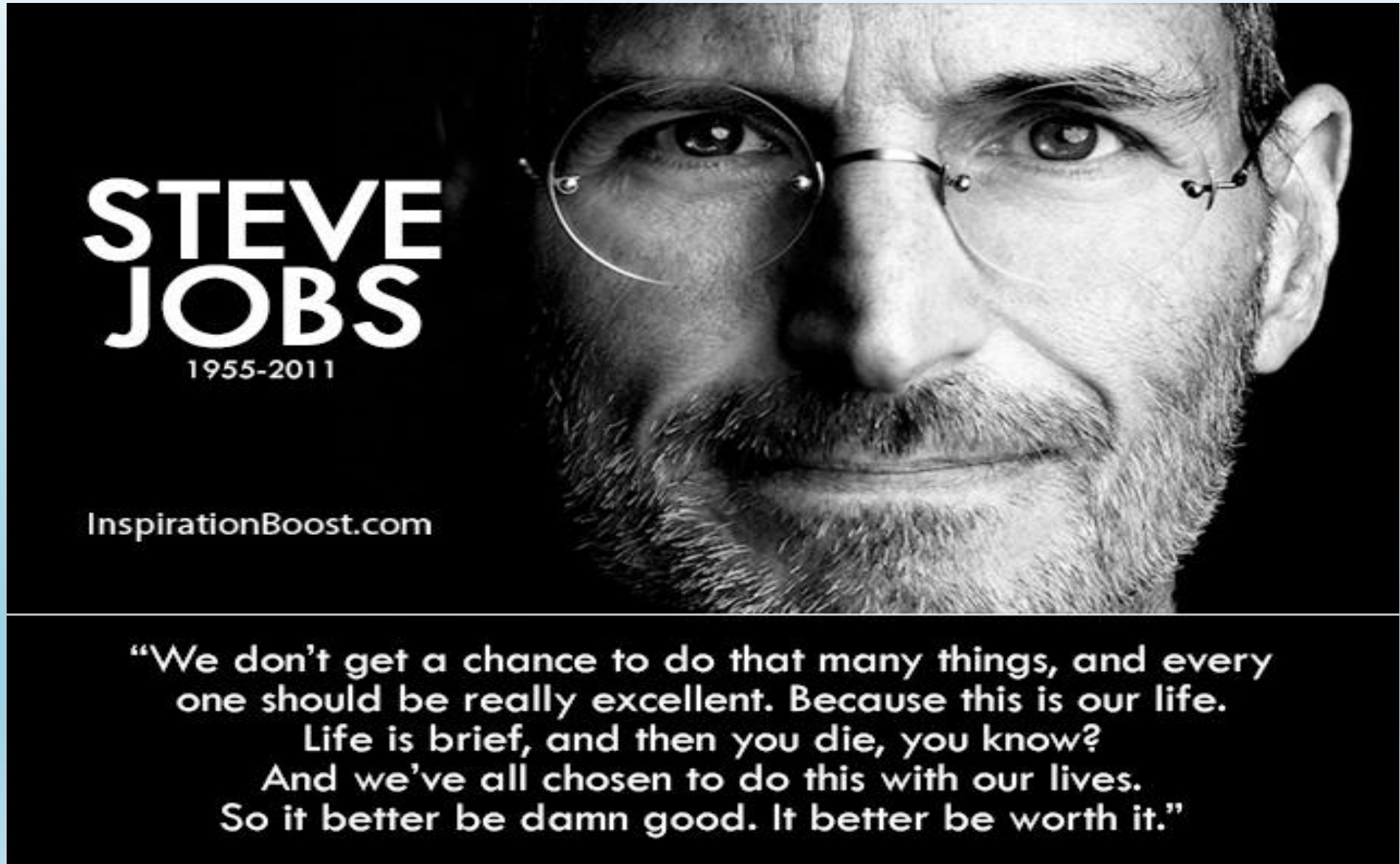
## ❑ Listening:

*.. Listen! This is the most important attribute of all, listen to your followers.*



# Own the leader in YOU!

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***DEVELOP.....***

# Develop the Leader in YOU: Leadership in Your Sphere of Influence

Step up and:

- ❑ **Build your brand** -Strive for excellence in every task/deliverable
- ❑ **Participate** -Take the initiative to move a project or task forward
- ❑ **Be accountable** -Take responsibility for your actions
- ❑ **Teamwork** -Actively listen and learn from others
- ❑ **Empower** -Encourage and motivate each other



# Develop the Leader in YOU: Stay in the Game

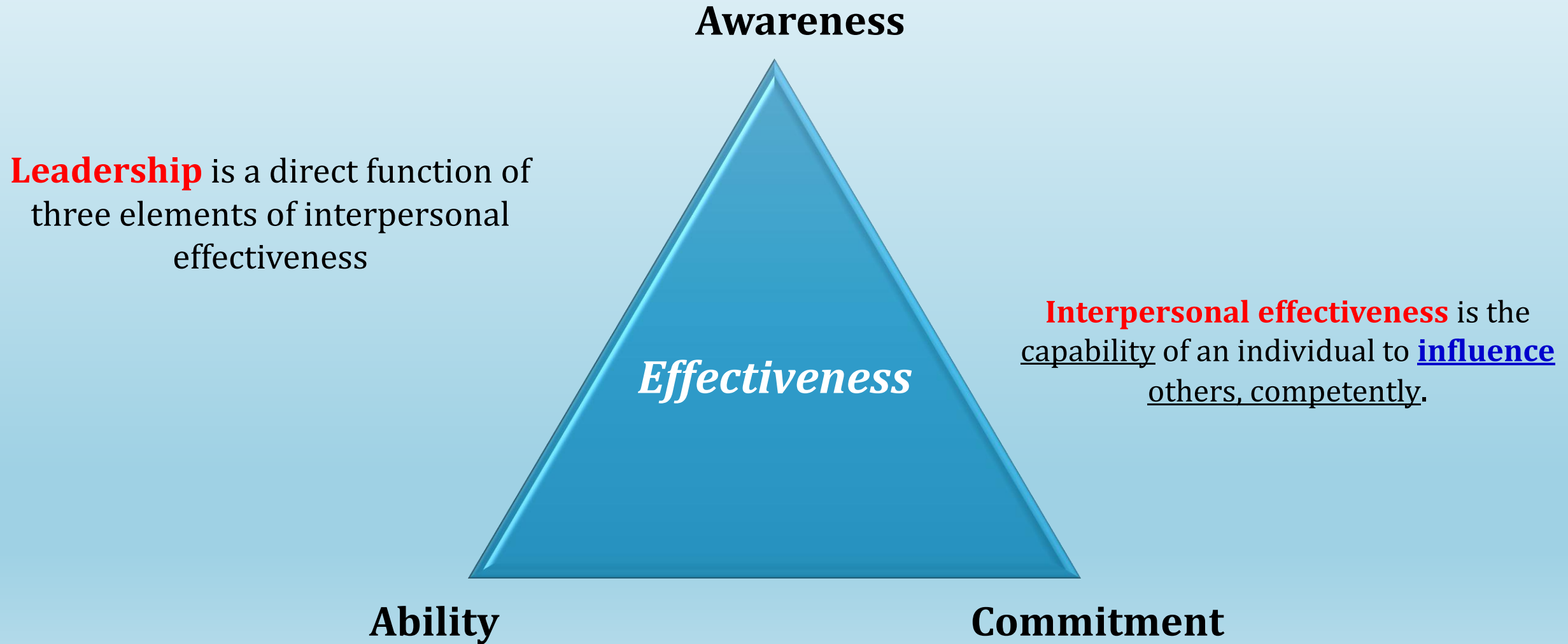


Most people are fortunate enough to stay two, three years in this game. I've been in it for seven years, and I feel like now, I'm just beginning.

(Sean Paul)

izquotes.com

# Develop the Leader in YOU: Interpersonal Effectiveness



# Develop the Leader in YOU: Self-Awareness

- ❑ Awareness is a state of consciousness.
- ❑ It is the ability to recognize yourself, others, events and situations in real time.
- ❑ It is the ability to assess the impact of actions on situations and others, and be critically self-reflective.
- ❑ It is a development process that is a function of experience, communication, self discovery and feedback.



# **Develop the Leader in YOU:** **Self-Awareness & Self-Leadership**

To lead others effectively, you must have self-awareness.

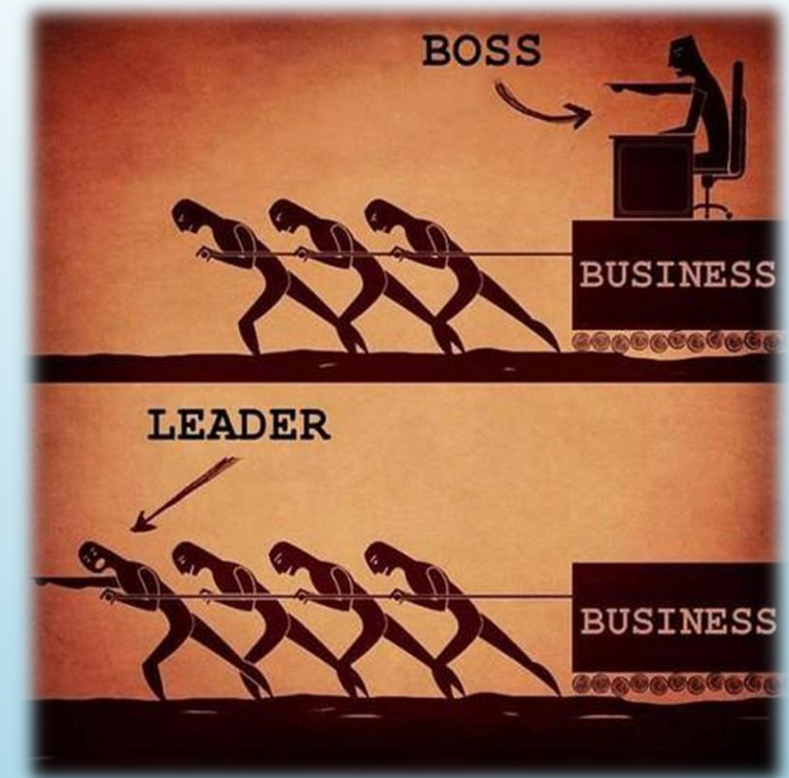
- ☐ What do I believe in?
- ☐ Where am I going?
- ☐ What are my strengths and weaknesses?
- ☐ What qualifies me to lead?
- ☐ What can I do to make the situation better?
- ☐ Are there any areas I am currently avoiding making decisions about?
- ☐ How soon can I rectify, improve or resolve anything I have identified in my responses?

**“You can’t be a SUCCESSFUL leader until you know who you are”**

# Develop the Leader in YOU:

## Ability

- ☐ To communicate effectively
- ☐ To resolve conflicts
- ☐ To solve problems and make decisions
- ☐ To know when to lead and when to follow



# Develop the Leader in YOU: Commitment

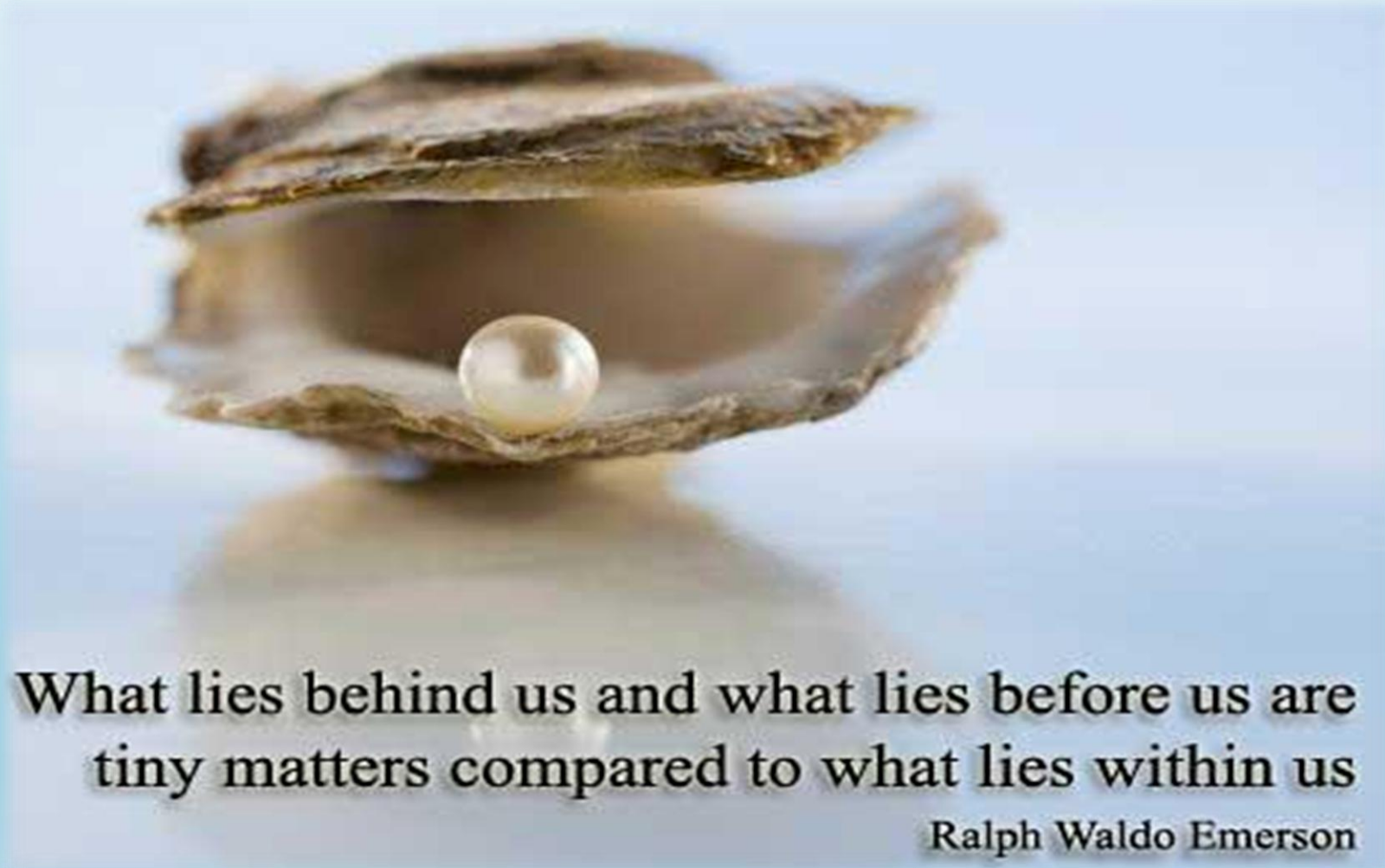
## ❑ The 1<sup>st</sup> reality is:

A leader's decision makes a difference, both positively and negatively, in the lives of others. Any attempt to solve a problem might have a negative impact on some, while helping others.

## ❑ The FINAL reality is:

In no-win situations, one must still make a hard decision.

**Are you prepared to unlock the power within?**



What lies behind us and what lies before us are  
tiny matters compared to what lies within us

Ralph Waldo Emerson

# What do you want to be known for?

## Individual/Group Activity

5 Minutes

Circle any five of the below

Accepting Accountable Action-oriented Adaptable Agile Agreeable Analytical Approachable Assertive  
Attentive Benevolent Bold Bright Calm Carefree Caring Charismatic Clever Collaborative Committed  
Compassionate Competent Concerned Confident Conscientious Considerate Consistent Creative Curious  
Decisive Dedicated Deliberate Dependable Determined Diplomatic Disciplined Driven Easy-going  
Efficient Emotional Energetic Engaging Enthusiastic Even-tempered Fast Flexible Friendly Fun Fun-  
loving Good listener Happy Helpful Honest Hopeful Humble Independent Innovative Insightful Inspired  
Integrative Intelligent Intimate Inventive Kind Knowledgeable Lively Logical Loving Loyal Nurturing  
Optimistic Organized Outgoing Passionate Patient Peaceful Pensive Persistent Personal Playful Pleasant  
Polite Positive Pragmatic Prepared Proactive Quality-oriented Reality-based Religious Resilient  
Respectful Responsive Results-oriented Satisfied Savvy Self-confident Selfless Sensitive Service-oriented  
Sincere Sociable Straightforward Thoughtful Thorough Tireless Tolerant Trusting Trustworthy Unyielding  
Values-driven

# **Develop the Leader in YOU:** **Create Your Personal BRAND**



Personal brand is what  
people say about you  
when you leave the room.

- Jeff Bezos, Founder, Amazon.com

# Developing Your Personal Brand Statement

## Group Discussion Activity 10 Minutes

- **What 3 or 4 keywords describe your essential qualities quickly and clearly?**

What is your essence factor, the core of who you are? "I know I am in my element when \_\_\_\_\_."

- **What is your specialist factor, the knowledge that you hold and the skills that you possess?**

"People recognize my expertise in \_\_\_\_\_."

- **What is your superstar factor, the qualities that set you apart?**

(This factor is how you get things done or what you're known for your unique selling points.) "People comment on my ability to \_\_\_\_\_."



# Sir Richard Branson on Leadership



## Top 3 leadership principles:

- **Listen:** “learn from each other, from the marketplace, and from the mistake that must be made in order to get anywhere that is original and disruptive”.
- **Learn:** “Learning and leadership go together. Too much credit goes to me for what we have achieved at Virgin but the successes happen from working and learning with some of the world’s most inspiring and inspired people”.
- **Laughter:** “My number one rule in business, and in life, is to enjoy what you do”

# Oprah Winfrey on Leadership

## Leadership principles:

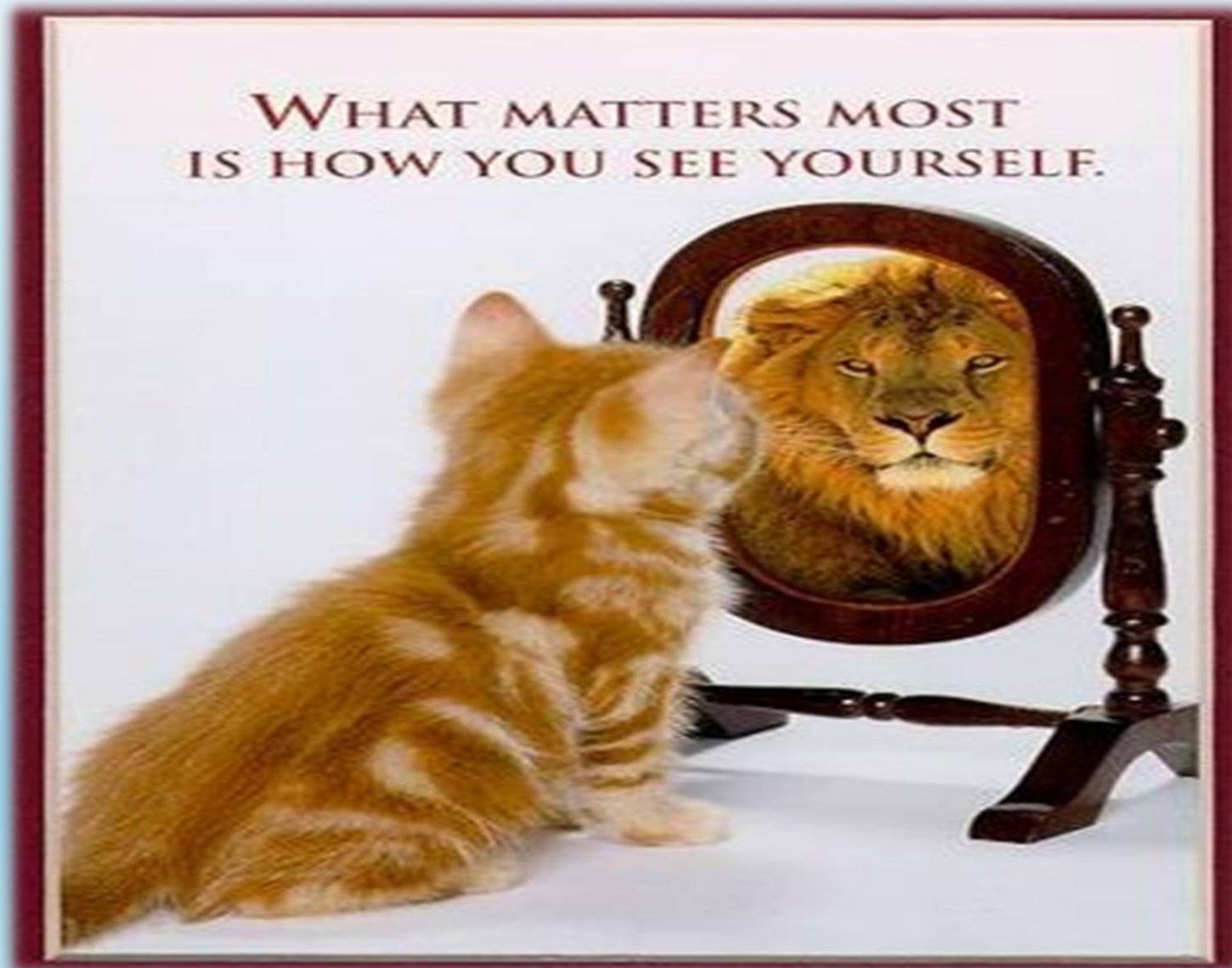
- **Inspire:** "The greatest discovery of all time is that a person can change his future by merely changing his attitude".
- **Be relatable:** "I am a woman in process. I'm just trying like everybody else. I try to take every conflict, every experience, and learn from it. Life is never dull."
- **Integrity:** "Real integrity is doing the right thing, knowing that nobody's going to know whether you did it or not."
- **Vision:** "If you want your life to be more rewarding, you have to change the way you think."





***CELEBRATE.....***

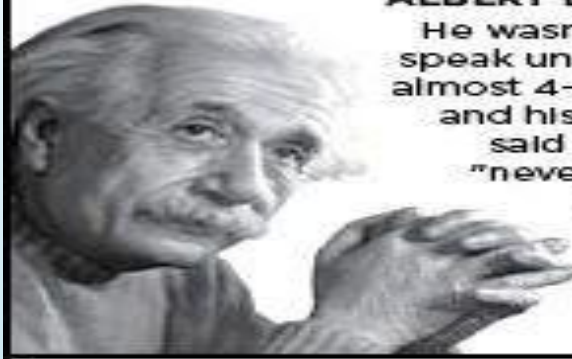
# Celebrate Yourself....



**Celebrate Yourself....**

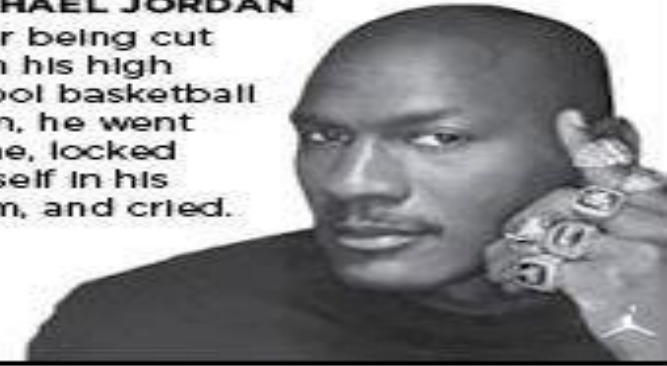
**Don't be  
afraid to fail!**

## FAMOUS FAILURES



### ALBERT EINSTEIN

He wasn't able to speak until he was almost 4-years-old and his teachers said he would "never amount to much"



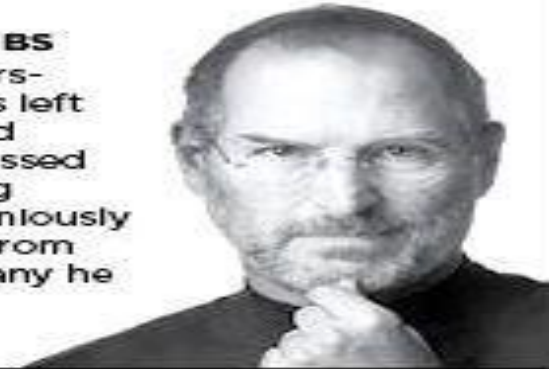
### MICHAEL JORDAN

After being cut from his high school basketball team, he went home, locked himself in his room, and cried.



### WALT DISNEY

Fired from a newspaper for "lacking imagination" and "having no original ideas."



### STEVE JOBS

At 30-years-old he was left devastated and depressed after being unceremoniously removed from the company he started.



### OPRAH WINFREY

Was demoted from her job as a news anchor because she "wasn't fit for television."



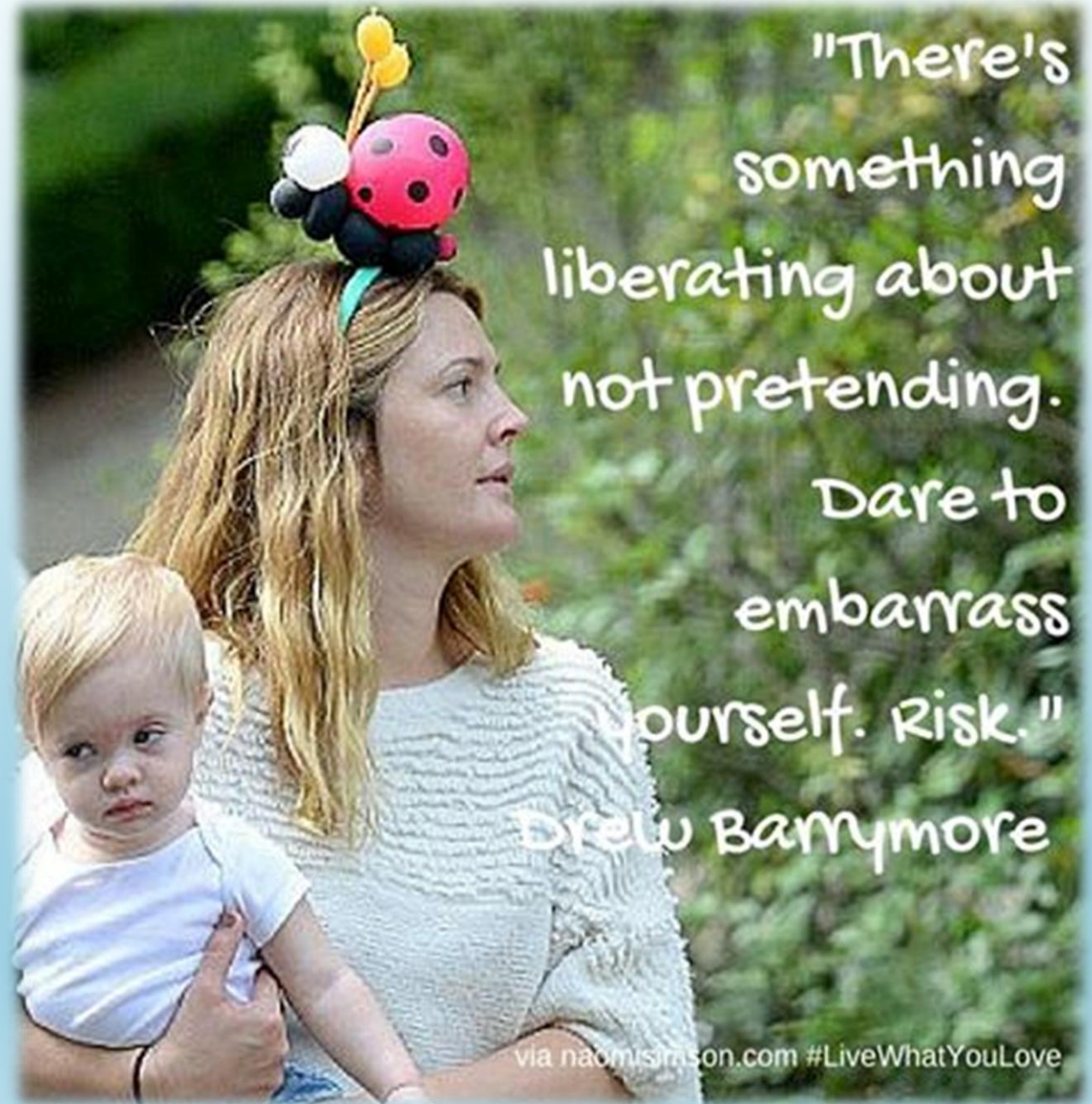
### THE BEATLES

Rejected by Decca Recording Studios, who said "we don't like their sound—they have no future in show business."

**IF YOU'VE NEVER FAILED,  
YOU'VE NEVER TRIED ANYTHING NEW**

**Celebrate Yourself....**

**Don't be  
afraid to  
embarrass  
yourself!**



**Celebrate Yourself....**

**Take  
Calculated  
Risks**



**Celebrate Yourself....**

**“Leadership is not a position  
or title, it is action  
and example”**

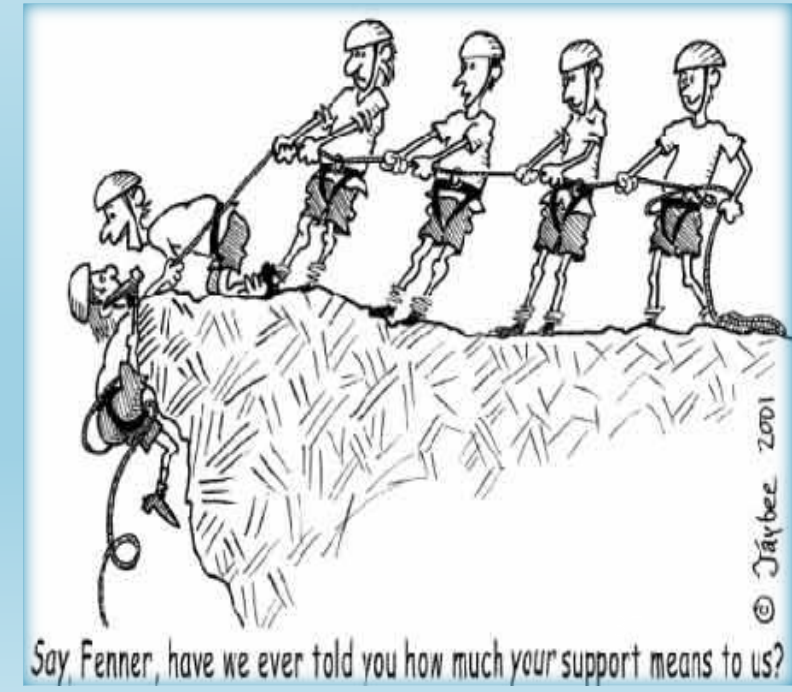


***TAKEAWAYS!***



# Takeaways....

- ❑ Be **Honest & Transparent**.
- ❑ Do each task with **Passion**.
- ❑ Have a **positive** attitude in everything you do.
- ❑ **Do not Fear** mistakes
- ❑ **Communicate** effectively.
- ❑ **Celebrate** the **good** in people.



# Takeaways....

- ❑ **Lead** by **example**
- ❑ Be **Self-Aware**
- ❑ Let **Integrity** be your compass
- ❑ Read, Read, **Read**
- ❑ **Commitment** to Vision
- ❑ **Listen** effectively.



# More on Leadership

❑ Sir Richard Branson-

**“The Virgin Way: Everything I Know About Leadership”**

❑ Stephen R. Covey-

**“The Seven Habits of Highly Effective People”**

❑ John C. Maxwell-

***“Developing the Leader Within You”***

❑ Jeff Wolf-

**“Seven Disciplines of a Leader”**

What does your  
scorecard  
look like?

# LEADERSHIP SCORECARD

- 
- ☐ STRAIGHTFORWARD AND TRANSPARENT
  - ☐ KNOWLEDGEABLE AND EXPERIENCED
  - ☐ HONEST AND TRUSTWORTHY
  - ☐ CONSISTENT AND DEPENDABLE
  - ☐ ETHICAL AND PRINCIPLED
  - ☐ CONFIDENT AND OPTIMISTIC
  - ☐ AUTHENTIC
  - ☐ INSIGHTFUL
  - ☐ FOCUSED
  - ☐ DISCERNING
  - ☐ DETERMINED
  - ☐ PASSIONATE
  - ☐ REALISTIC
  - ☐ EMPATHETIC AND SELFLESS
  - ☐ DECISIVE AND ACTION-ORIENTED
  - ☐ FLEXIBLE
  - ☐ ACCOUNTABLE
  - ☐ HUMBLE
  - ☐ FAIR AND OPEN-MINDED
  - ☐ COURAGEOUS
  - ☐ HARDWORKING