

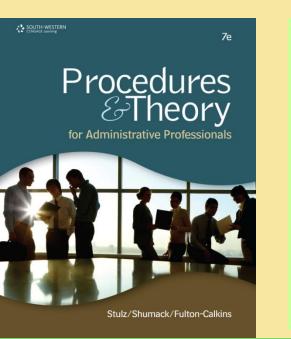
# Leadership

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- What Is Leadership?
- Leadership Theories
  - Leadership Styles
    - Leadership Traits
      - The Administrative Professional as a Successful Leader

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### **Leadership Skills**

- Important to develop for your career
- Help you earn promotions and responsibility
- Even if you do not become a manager or supervisor, you will still have opportunities to lead teams, special projects, committees, and other groups.

CHAPTER

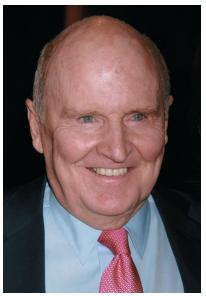
CHAPTER 6

# **Leadership and Management**

- Leadership is the act of inspiring and motivating people to achieve organizational goals.
- Management is the act of organizing and directing people to achieve organizational goals.

### **Leadership Examples**

### Jack Welch



ROBERT PITTS/Landov

### Condoleezza Rice



Photo courtesy of the U.S. Department of State

### Howard Schultz



AP Photo/Kin Cheung

CHAPTER 6

SLIDE 4

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- Robert Greenleaf
  - Servant leadership concept
  - Helping employees grow and succeed makes them better employees.
  - Improves the employee's value to the company

CHAPTER



### Peter Senge

- Learning organizations concept
- Three leadership roles
  - Designer
  - Teacher
  - Steward

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- Stephen Covey
  - Four leadership roles
    - Modeling
    - Pathfinding
    - → Aligning
    - Empowering

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### Jim Collins

#### Level 5 Exceutive

CHAPTER

SLIDE 8

Builds enduring greatnesss through a paradoxical blend of personal humility and professional will.

#### Level 4 Effective Leader

Catalyzes commitment to and vigorous pursuit of a clear and compelling vision, stimulating higher performance standards.

Level 3 Competent Manager

Organizes people and resources toward the effective and efficient pursuit of pre-determined objectives.

#### Level 2 Contributing Team Member

Contributes individual capabilities to the achievement of group objectives and works effectively with others in a group setting.

Level 1 Highly Capable Individual

Makes productive contributions through talent, knowledge, skills, and good work habits.

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## **Leadership Styles**

- Autocratic
- Democratic
- Laissez-faire

**Situational leadership** The changing of leadership styles for different situations

**Leadership Traits** 

- Integrity
- Responsibility
- Lifelong learner
- Vision



CHAPTER

6

SLIDE 10

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# **Other Traits**

- Self-understanding
  - What do I value?
  - What are my life goals?
  - How do I define success?
- Self-management
- Confidence
- Vision



CHAPTER

SLIDE 11

CHAPTER 6

# The AP as Successful Leader

- Leadership opportunities
  - Teaching new employees
  - Leading teams
- Make plans now for success.
- Small successes will give you confidence for more challenging opportunities.

CHAPTER 6 SLIDE 13

## The AP as Successful Leader

### Plan well.

- Develop strategies.
- Take ownership.
- Communicate effectively.
- Set a good example.

### CHAPTER SLIDE

# The AP as Successful Leader

### Invest in people.

- Build relationships.
- Motivate.
- Manage conflict.
- Delegate tasks.
- Ask questions.

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