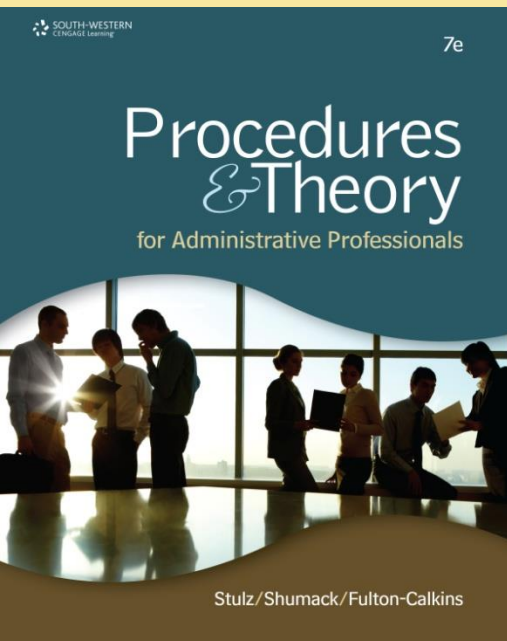


CHAPTER

6

Leadership



- 1 What Is Leadership?
- 2 Leadership Theories
- 3 Leadership Styles
- 4 Leadership Traits
- 5 The Administrative Professional as a Successful Leader

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.

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

Howard Schultz



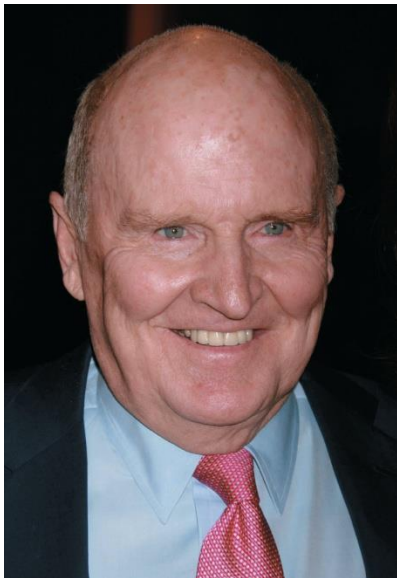
AP Photo/Kin Cheung

Condoleezza Rice



Photo courtesy of the U.S.
Department of State

Jack Welch



ROBERT PITTS/Landov

Leadership Theories

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

Leadership Theories

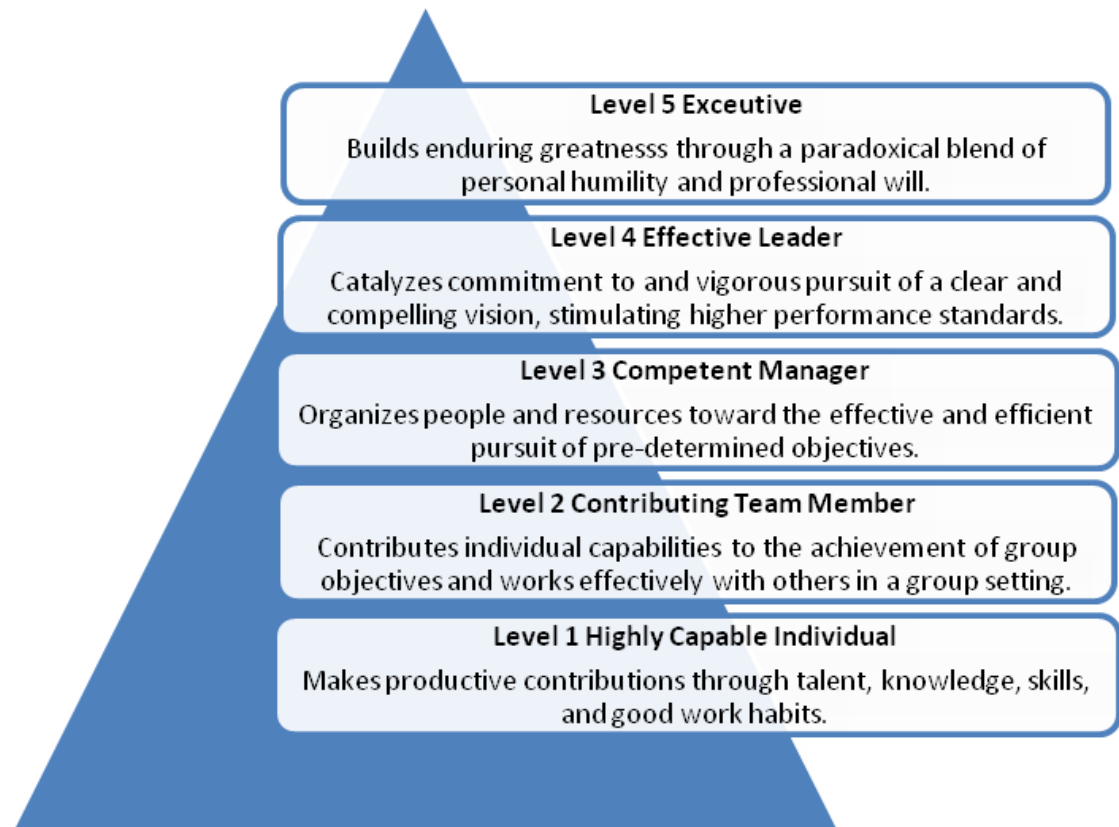
- Peter Senge
 - Learning organizations concept
 - Three leadership roles
 - Designer
 - Teacher
 - Steward

Leadership Theories

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

Leadership Theories

■ Jim Collins



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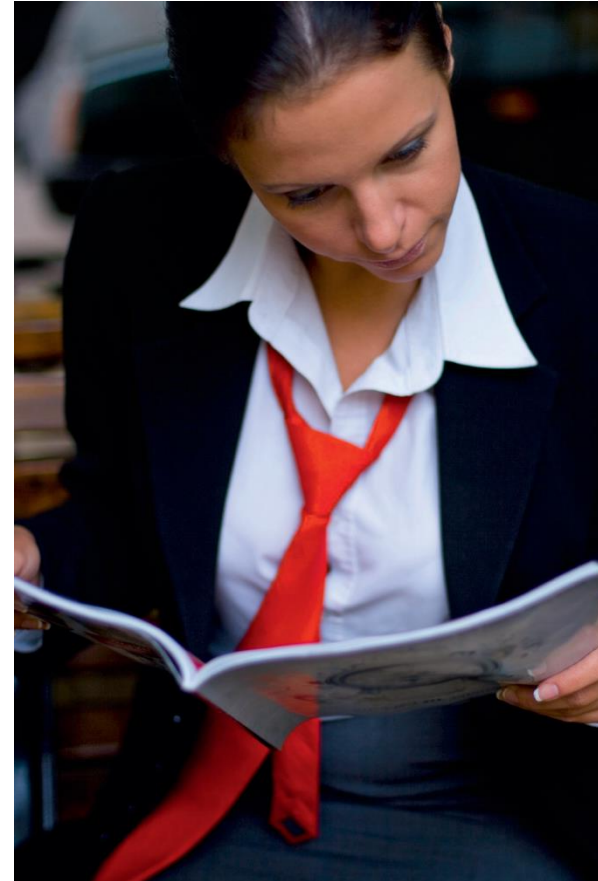
Leadership Styles

- Autocratic
- Democratic
- Laissez-faire

Situational leadership The changing of leadership styles for different situations

Leadership Traits

- Integrity
- Responsibility
- Lifelong learner
- Vision



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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



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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.

The AP as Successful Leader

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

The AP as Successful Leader

- Invest in people.
 - Build relationships.
 - Motivate.
 - Manage conflict.
- Delegate tasks.
- Ask questions.

