



Tool #5 - Part A

Practice Leadership Skills, and Get Noticed

Part A Includes:

Lesson

Quiz

Goal Setting

(Each tool is presented in a 2 part lesson format.
Part B will follow in two weeks)

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Practice Leadership Skills

As a leader you are responsible for creating the kind of atmosphere that will boost productivity and keep employees loyal. Successful leaders know that what is important to employees is the quality of their daily experience at work.

Building morale is an easy way you can begin to display your leadership potential at work. Do one thing each week to create employee enthusiasm. Give creative “Thank You’s” to your co-workers, surprise everyone with special treats, share inspirational stories, poems and quotes, and help plan activities that are fun.

“Leadership is not a position--it’s a way of being. It’s about seeing what isn’t there and making it happen” says Roxanne Emmerich, author of, *Thank God It’s Monday: How to Build a Motivating Workplace*.

Be Extraordinary

To be a leader often means to have extraordinary thoughts and to do extraordinary things. The word extraordinary is really a combination of two words that mean “more than the ordinary.” Ordinary employees follow directions and do what they are told to do, and they put in a good day’s work. However, they have the mindset of, “This is the way we’ve always done it, so this is the way I’ll keep doing it.”

“The shift to extraordinary is about removing ‘can’t’ from your life and always repeating, ‘how can we?’ Every one of us really wants to be extraordinary. The problem is that we surround ourselves with excuses of mediocrity and we begin to believe it is the way to be,” says Emmerich.

Be A Problem Solver

The employee who wants to create leadership opportunities actually looks for problems to solve – whether it is task related or about office morale. When you work with the mindset of making improvements, you are thinking like a leader.

You may have ideas that will make your work more efficient. When you take those ideas and ask for permission to implement them, you are displaying your own leadership ability – and presenting an opportunity to be noticed by management for your innovative ideas and your loyalty to your company.

Ordinary employees may give 80% or even 90% effort, but leaders consistently go the extra mile and give 100% of their efforts to their work. The difficulty occurs when you perform the same task over and over. There is a tendency for your mind to wander and your work may suffer. When you concentrate and apply all your efforts, you will benefit by enjoying

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your work more and feeling more fulfilled.

Develop Your Potential

“The Leadership Path,” a book co-authored by twelve leadership experts describes how to develop leadership potential. Some of the book’s authors share their tips:

Lead Yourself First

You cannot lead others effectively if you haven’t developed your own talents. Rhonda Wildman, president of her own company, Take Charge With Rhonda, reveals her three-step formula to help you prepare to lead others by leading yourself first:

Step 1 – Be Up

Be up on yourself, your attitude, and your subject

Step 2 – Show up

Be fully prepared and present both physically and mentally

Step 3 – Follow Up

Develop patience and persistence

Any employee can show leadership potential. I met Mary when she attended one of The Confidence Center’s self-confidence seminars. At work, she processed the outgoing mail for a group of executives at a large corporation, and she was encountering many problems. Some executives didn’t give her proper addresses, many letters contained mistakes that required retyping, and she was overwhelmed with last minute requests.

After getting a dose of courage at the seminar, Mary wrote a protocol for the executives to follow. She got approval from her supervisor, and gave copies to the executives.

Mary was frightened of possible repercussions, but instead was delighted when one executive said, *“I had no idea I was causing so much trouble.”* Other executives thanked her for bringing up the problems and pledged their cooperation. The icing on the cake was when the vice-president of the company complimented her on her initiative saying, “You have leadership potential.”

Build Trust

“If you want to be a great leader you need more than technical skills and intellectual knowledge. You must also have the relationship skills that will help you to be effective in a multicultural environment,” writes Tracy Brown, president of Person To Person Consulting, a human resources training firm in Dallas Texas.

Leaders create an environment where everyone is valued, and diversity contributes to valuable new ideas. Get to know the people you work with who are from different cultural backgrounds. Develop your leadership skills by becoming aware of cultural differences in

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communication and in work styles.

Persuade Rather Than Manipulate

“A true leader employs the gentle power of persuasion and example, while a coercive leader uses the power of office to dominate and manipulate people,” writes Anne Barab, president of, BarabSpeak.com.

Practice the art of persuasion by using compelling examples, facts and mutual benefits when you ask for something you want.

Learn New Skills

“Effective leaders must acquire the education to adequately know themselves first and then maintain a persistent self-improvement learning state,” says Idell Moffett, founder of Personal Brilliance Seminar Stars.

If you want to be a leader, besides keeping up with technology, learn all you can about communication, coaching and mentoring. Read books, listen to tapes, and take classes. Make learning and self-improvement your lifelong pursuit.

Have A Vision

Finding leadership opportunities requires a vision. Just like the architect who designs an extraordinary building, you can design extraordinary ways to do your ordinary work.

“Each person needs to know their vision of what extraordinary looks like. Without a clear vision, results are limited,” states Roxanne Emmerich. By having a vision every employee at work can be a leader.

Improve Relationships

Every employee can be a leader by improving employee relationships. When you avoid gossip, criticism, sarcasm and negative comments, and substitute compliments, encouragement, appreciation and cheery greetings, you are making the most of leadership skills. You will be a role model to others, and you will be rewarded with the trust of your co-workers.

The truth is – no matter what your position, you can act like a leader. When you seek solutions to problems, encourage positive workplace relationships and do extraordinary work, you are making the most of leadership opportunities. You will be noticed for your efforts, and you may even be considered for a leadership position. Best of all, though, you will be happier, and more fulfilled at work.

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Tool #5 - Quiz
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Complete the quiz, and give the answers to your supervisor.

Name _____ Date _____

1. How can you lead by building morale at work?

2. Why are relationship skills important to leadership?

3. How can you make learning and self-improvement a lifelong pursuit?

4. What is your vision for making your job extraordinary?

5. What are the three steps to help you prepare to lead others by leading yourself first?

1. _____
2. _____
3. _____

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***Tool #5 - Your Goals for
Practicing Leadership Skills***

Name _____ Date _____

What are your 3 main goals for this month for practicing leadership skills?
Make a copy of this to give to your supervisor, and keep one for yourself.
Post your goals in your workplace where you can easily see them.

1. _____

2. _____

3. _____

Signature _____

In two weeks you will receive Part B of this lesson. It will contain:

- The 7 key points from this lesson to refresh your memory, and
- A place for you to record your progress toward your goals.

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Additional Resources

All are available on The Confidence Center Web at
www.ConfidenceCenter.com

Free Resources

Email Newsletter:

Employee Morale and Confidence Tips

It has creative ideas you can use every week to keep up morale.

Sign up for Free at www.ConfidenceCenter.com

Assessments:

Are you happy at work? Take the [Employee Morale Assessment](#)

How confident are you? Take the [Confidence Quiz](#)

Articles and Past Newsletters

Calendar of Special Days:

Special days you can celebrate for every month of the year.

Fun Zone:

Jokes, cartoons, and more - when you just need a break.

Coaching:

Telephone coaching by our certified professional coach. To get one *free* coaching session.

Details at <http://www.confidencecenter.com/serv06.htm>

Low Cost Resources

Products:

Books, eBooks, videos, and other products to make you more successful at work.

Seminars:

We offer in-house seminars, customized for your company or organization.

Tele-seminars:

Telephone seminars on employee morale and employee performance. These will be announced in our newsletter and on our web.