

Interpersonal Skills
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Lecture-19
Leadership Skills

Hello friends, today we are going to discuss leadership skills, which is very important whenever we discuss interpersonal skills, a good leader is one that takes any organization for what. So it is very important to know what are the qualities of a good leader, to whom we can call a good leader, what do you mean by good leader and what could be the active definition of good leader.

Whether one is an office manager or a project leader, all good leaders required a number of soft skills to help them positively interact with employees or team members. Employers seek these skills in the candidates the higher for leadership roles, so see communication skill is so important even being a leader and most of the reputed firm organization they look for such qualities.

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- Great leaders set examples for others to do right things.
- They inspire and aspire to achieve goals as a team.
- An efficient leader sets direction in a smooth way.
- A well planned strategy to tackle any event is a must to succeed.

That is why they go for oral presentation, group discussion, extempore all these things and without communication how can anyone lead, that is the most important question, what is leadership as I said that we ought to know the very qualities of leader, the word leadership can bring to mind a variety of images. For example a political leader pursuing a passionate personal cause and explorer cutting a path through the jungle for the rest of his group to follow.

And executive developing her company is a strategy to be the competition. So these are the images we form whenever we talk of leadership or leadership skills. Leaders help themselves on others to do the right things, they set direction, built an inspiring vision and create something new, leadership is about mapping out where you need to go to win as a team or an organization and it is dynamic, exciting and inspiring.

Yet while leaders set the direction they must also use management skills to guide their people to the right destination in a smooth and efficient way. So this is how we can define a leader or leadership qualities, further an effective leader is a person who does the following creates an inspiring vision of the future motivates and inspires people to engage with that vision managers delivery of the vision, coaches and build a team, so that it is more effective at achieving the vision.

Leadership brings together the skills needed to do these things. Now we shall look into all these elements in more detail, now creating an inspiring vision of the future, this is one of the qualities which we feel to find to whom we call a leader. So what is creating an inspiring vision of the future, in business a vision is a realistic, convincing and attractive depiction are where you want to be in the future.

Vision provides direction, sets priorities and provides a marker, so that you can tell that you have achieved what you wanted to achieve, to create a vision which is very important leaders focus on an organization's strength. Because in any institution, any organization vision is very important, even to move forward in life vision is very important. They think about how their industry is likely to evolve and how their competitors are likely to behave.

They look at how they can innovate successfully and shape their business and their strategies to succeed in future market places and there test their visions with appropriate market research and by assessing key risks using techniques such as scenario analysis. Then practical innovations have you ever considered whether your team or organization could act or think differently you must have, because every organization manager they want to be very innovative something new

or are you and your people are stuck in a rack doing things the way that they have always been done.

If so you might need to stimulate innovation and you can do this with an injection of curiosity balanced by some rigorous new systems and processes, well this is the practical innovation many people think of innovation as the sole preserve of their organizations research and development department. But everyone whatever their role can participate in the process of making something new and valuable.

Next I would like to highlight trades and qualities of a leader because what is leadership that is very important to know but traits and qualities equally important to know, I think you will agree with me when I say being a leader is one of the most difficult and rewarding positions in the world, whether you are just starting out or you are an industry veteran knowing which traits effective leaders should have is an integral part of one success.

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- Keep evaluating and analysing you scenarios.
- Don't let your innovation kill others curiosity.
- Keep yourself and others motivated.
- Set high standards for your team.

Motivation is also very important part of leadership quality, self motivated because without **so** self motivation you cannot do anything, you need to be self motivated so that other me also be self motivated, motivated leaders desire to achieve above and beyond expectations. This comes from their passion, right and desire to become better and the motivation to do things better than everyone else.

To succeed as a leader you need to be motivated and no one else can do that for you except yourself. Leaders hold them or themselves and the people around them to a higher standard than most means maintaining a standard, both on a personal and professional level. A standard means some kind of level, level that is a part, leaders understand that in order to achieve higher standards.

They need to have strong values, how will themselves be accountable for their words, actions and never make excuses. Remember you are the average of the 5 people you spend the most time with, then confidence I would like to explain confidence because confidence is very important when somebody called himself or herself a leader. Leader means confidence, leadership unfortunately confidence can be one of those things you either have or do not have.

But I believe that it can be practiced and learnt. Confidence has to do with your inner perception of your ability to fulfill a particular role and is built through your experiences and dealings during your life. To build your confidence you need to be open to new experiences and be willing to fail or you will never grow and find the strength needed to push the limits of what you are capable of.

You gain strength, courage and confidence by every experience in which you really stop to look, fear in the face that is confidence. Optimism and positivity a leader should have this quality where others might think a project or task is too difficult leaders face those challenges with energy and positivity. Positivity is contagious, so be sure to focus on your attitude and understand you set the tone for your business and the people around you.

Next is accountability, how much you are accountable when you are performing a task and a leader should be accountable to complete the task, being accountable means that you accept responsibility for the outcomes expected of you both good and bad. You do not blame others and you do not blame things that were out of your control until you take responsibility you are a victim and being a victim is the exact opposite of being a leader.

Great leaders take initiative to influence the outcome and take responsibility for the result. The next is courage, if we talked of accountability, optimistic attitude, courage is equally important.

Aristotle called courage the first virtue because it makes all of the other virtues possible and perhaps Aristotle is correct. Leadership sometimes involves making unpopular decisions which requires a certain level of bravery.

If you want to be more courageous you need to try new things, have more trust and confidence in others as well as be able to raise difficult issues that others should leave and resolved. Keep your fears to yourself, but share your courage with others. This famous line has been spoken by RL. Stevenson Robert Louis Stevenson and this is very true to a leader. Great leaders are able to focus their attention on the problem at hand without being distracted.

That is totally engaged, even when you are extremely busy you need to make sure that you are participating in the process with team members and not giving orders from the sideline. That is the engagement while a leader is performing a task. Leaders are well defined and have unique personas that make them one of kind. That is to say unique character. They are full of personality and are not afraid to stand alone and be different.

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- Avoid procrastination to achieve team goals.
- Always carry an optimistic attitude.
- A leaders should always hold accountability.
- Don't refrain from trying new things.
- Show courage and encourage others.

They understand that the things who made them different are the things that define their character and I am discussing all these things just to share with you, that these are the qualities for a leader and this is how one can develop following this to become a leader. Many leaders are perfectionist which stains to make them critical of themselves and the people around them. But letters face it what can go wrong usually will go wrong. That is life.

You should have a healthy sense of humour about life and not take yourself too seriously which can be difficult when you want others to take you seriously. That is to say sometime you take things lightly also, being a perfectionist is ok fine, but if something goes wrong for that you are not supposed to ruin your life. So humour can be an added flavour when you use it in your work. However leaders who take themselves too seriously risk alienating people.

Effective leaders have the ability to laugh at themselves and understand that they are only human and can make mistakes like everyone else, well they are not something you know god like figure, they are human being, they make commit mistake, passionate leaders often have a strong uncontrollable desire that pushes them forward. So being passionate is also I mean this is a quality generally a leader does have.

The amount of passion you have directly affects your attitude, energy and that of your followers as well. Use your excitement and to ignite the passion of your followers, you have to be burning with an idea or a problem or wrong that you want to write. If you are not passionate in a from the start you will never is take it out, well these words spoken by Steve Jobs who is a great leader having a strong moral values is an important leadership trait.

Because it will allow others to clearly identify with you, having sincerity and honesty in all your dealings that shows your followers of your intention. That is integrity, that is your character, that is your stand point. Enticing a deep sense of admiration and loyalty in your followers in key to successful leadership. Being respected makes it easier to put your plans in action and have others quickly by into your vision.

Leaders need a garner respect by letting their actions speak louder than their words. So there is no difference whatever is being said and done, that is leader and that invites respect for a leader. In some cases leaders are respected for their negative qualities, that is why it is important that you not only said to be respected but that you are like cable as well. It is very obvious people want to work with and be around people they like and distance themselves from people they do not.

When dealing with tough some time moral decision great leader should do so in accordance with their own values and ensure their actions are positive not damaging, that is the ethical part of leadership quality. Also when you govern the moral principles of the people you are leading you can establish an unspoken ethics code that helps better guide their decisions and behaviour. When you are talking about loyalty and leadership it is usually about the followers.

But it is not a one way street, it is a 2 way street, you need to give and show firm constant support to your followers, if you ever hope that they will give the same to you, that is liability, if you show your loyalty to other naturally the other will be loyal to you. Successful leaders are magnetizing and charming which inspires devotion in their followers.

This Karishma can be difficult to learn it usually requires most people to go outside of their comfort zone by speaking with more strangers as well as learning how to command the attention and speak to a group of any size, it might be at least but you really should be doing what you laugh and what you are passionate about. That is appreciation on love for your career, if you are doing something you love you will never find the drive to push yourself to be better.

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- Sincerity, integrity and honesty are key to successful leadership.
- Respect is earned not demanded.
- Listening is a great leadership quality. It helps you understand your team more.
- Always estimate all possible risks before planning out anything.

That is to say that you love whatever you do only then you will be passionate, only then you will be loyal to the work, only then the integrity of your character will be there while performing the task. The ability to understand and manage your own emotions and those of the people around

you is crucial, people with the high degree of emotional intelligence know what they are feeling, what their emotions mean.

And how these emotions can affect other people, for leader this is essential for success means the ability to understand and manage your own emotion. Professional life is I mean I must say it is a dramatic life. Because you have to cover your emotion, to maintain the balance in your professional life you cannot makes the personal life and professional life. So emotional intelligence is very important.

And I think that this stand for success also, similar to emotional intelligence once you can understand your emotions, you can learn to control them. This needs practice, this needs experience, this needs exposure. The ability to stay calm assess yourself they make adjustment comes down to simple self control. If you can control your emotions and reactions to the world you can better control the outcomes.

A great leader knows all this, completely balanced performance, leaders know that many situations and decisions in business involve risk and there is an opportunity cost associated with every decision you make. That is to say that you must understand of opportunity cost and opportunity cost is the cost of a missed opportunity. This is usually defined in terms of money but it may also be considered in terms of time, person, hours or any other finite resource.

Leader should be humble by seeking out feedback and focusing on the needs of others, that is humility, you need to be open to people's feedback and criticism and know how to admit that you are not perfect and when you have made a mistake. There is no respect for others without humility in oneself. Next I would like to highlight discipline. Discipline in leadership is less about punishing and rewarding others.

But rather having self-control, inner come and outer resolve, a high level of determination and willpower play a significant part in your ability to be self disciplined, sometime the best solution is right in front of us but we are too close to see it. This is called perspective, how to develop a

broad perspective. Leaders know how to remove themselves from a situation and observe it from multiple perspectives with open mind.

Unless you know the route you have come from you cannot know where you are going. So you should have a very clear perspective, you need to identify evaluate and address, risks so you can positively affect the outcome by handling that risk in the best suited way to tackle risk management. We often say there is now reward without risk. But smart leaders know which risk to take and which to go against.

Great leaders know that time is a most valuable asset, leaders need to know how to effectively plans their time by knowing when and where to spend it, on yourself your business and family friends. Every row to success to filled with people who will find any reason to give you why it would not work, that is self assurance. So my dear friend I think that for this lecture these are sufficient to know a leader or to know the leadership quality.

Knowing this quality one may develop such quality with the help of communication and certain practices. Because we are discussing interpersonal skill and under there is we are discussing the traits of leadership. So till then goodbye, thank you very much and we are meeting again to discuss some more important qualities of leadership, thank you very much.