

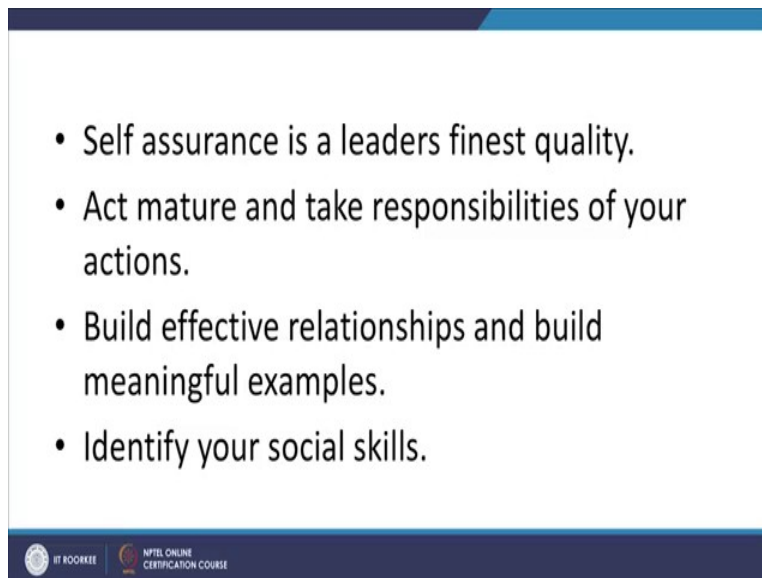
Interpersonal Skills
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Lecture-20
Leadership Skills Continued

Hello friends and here once again to discuss leadership quality as we were discussing it earlier some of the qualities and I am sure that you must have received it with meaning and with proper understanding that how to develop your career to be a leader in your organisation. Will there are more, let us discuss again to understand the leadership qualities more. As I was saying you know about self assurance well you need a healthy level of self assurance that gives you a practical sometime impractical sense of faith in your cause that drives you forward with no excuses roadblocks or negativity holding you back.

So, it is self-assurance no doubt but it is confidence also. With confidence and self assurance only you can move ahead in your life to achieve something substantial.

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- Self assurance is a leaders finest quality.
- Act mature and take responsibilities of your actions.
- Build effective relationships and build meaningful examples.
- Identify your social skills.

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Contrary to popular belief age is not a measure of maturity. Yes, maturity can be there at any age I work with young leaders who act like man and old man who act like teenagers, very true.

Maturity comes from being courteous knowing how to communicate like an adult and being the bigger person in difficult situations. Also, your confidence in yourself and your ability to follow through without excuses are strong indicators of Maturity.

So, see which authority has nothing to do with the age, at any age but then it is very important to become a leader. Actions speak louder than words you must have heard this sentence several time thousand time. But every time it comes up with great meaning the people around you will notice if you are the dictated and working hard to grow your business but if you are lazy and do not care you are team will mowed and follow slow.

Great leaders always lead by example. Example is not the main thing in influencing others it is the only thing. It is all about who you know it smart leaders know that there is a lot of truth to that saying it is all about who you know that is relationship building. Leaders understand the value of building long lasting relationship with people in their industry and make a point to pursue partnerships whenever they can.

Building a network of valuable people is critical for your long-term success. So, building relationship is equal important it is very easy to break relationship but maintaining the relationship is also very important. More often than not leaders are charismatic, outgoing, friendly and approachable.

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- Confront your stage fear.
- A great leader should be confident and clear.
- Be honest and transparent.
- Always try to be fair and sensible.
- Avoid all kind of biasness.

They have the ability to speak with anyone in a calm respectful and engaging way. Both employees and customers want to work for and purchase from people they like. You need to be one of those people if you want to succeed. Socialization skills very important how you behave how you take people, how you make yourself charismatic quality of public speaking on speaking skills and as I said communication plays a vital role in interpersonal skill.

Situations where public speaking is required can range from just speaking up at a meeting to pitching a new idea in a room full of people not only is this important for you to be able to get your message across clearly but it improves your credibility as a leader. There are no more secrets today everything is out there on the World Wide Web life becomes easy. Because of computer you can get anything anytime anywhere even mobile is a kind of your personal computer PC.

That is why honesty is the best policy people respect those who are able to honestly share and react calmly to good and bad news while being able to quickly put a plan in action to move forward. We now live in a transparent world in embraced. One of the quickest ways to get people to dislike you is to be unreasonable. So, try to be reasonable that is why practical leaders are fair sensible never made unfound assumptions and have sound judgment when making decisions.

So, be reasonable if you are not reasonable you are not going to be respected by other. Leaders do not hesitate or appear fearful even if they are in all respects of their life that is to say How to face situation, even ugly situation. They are willing to take the lead and show the weight despite possible risk. The question is not who is going to let me it is who is going to stop me. In order to give your followers, the feedback support and attention they need to be successful you need to make a true effort to listen when they speak.

Most people are waiting for their turn to speak great leaders listen first speak second. Say I am in the listening quality and this is one of the great qualities. Listening is more than being silent you also need to ask the right questions. True presence is just not about being the centre of attention it is about observation and seeking giving meaningful feedback. You need to be there for your people during important situations as well as help team members across your organisation find solutions to roadblocks.

Leaders a stay true to things that make them unique and tirelessly move towards their goals despite outside pressures to change or confirm that is authenticity. Hard work dedication and long-term focus are essential to authentic leadership. When you are lesser focused on your goals it can be difficult to focus on the needs and feelings of other people. You need to know not only how your action affects people but what you need to do in order to show understand and sympathy for others that is, the quality of empathy and compassion should be developed for being a good leader.

Most people go out of their way to avoid confrontation for fear of an argument leaders know how to approach others in a nice honest way to address concern. Again empathy stopping a problem earlier unveils save huge amount of time not to mention headache versus leaving it unresolved that is an escapist kind of attitude. You look into the matter whatever ugly it is but try to come up with a solution.

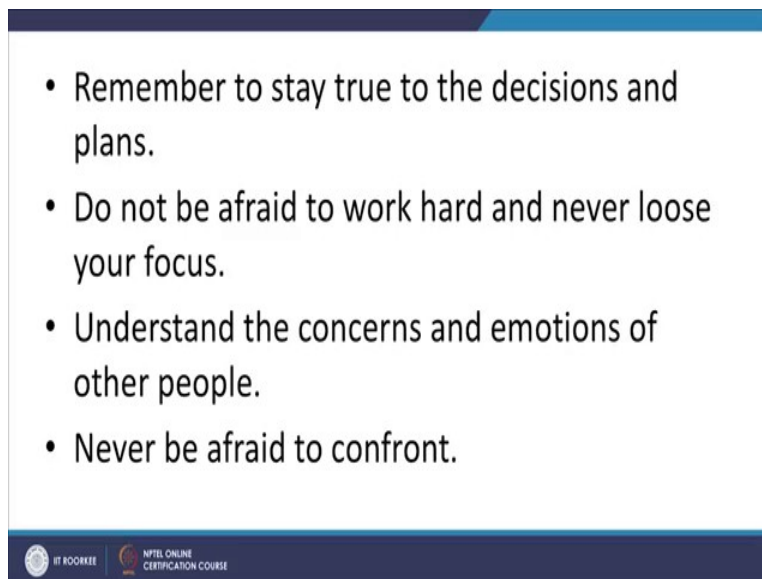
So, a person who, think himself or herself a leader should have an ability to confront others. As a leader you need to set others up for success by interesting them to make a good decision that is empowerment. Empowerment is not just about giving your followers the freedom to make their

own choices it is about giving them the tools and processes to make those choices effectively and productively, empower your followers.

Leaders know how to get what they want and can be very convincing which can be good and sometimes bad. They do this by tapping the Desire of others and building a sense of trust with people in order to come to a desirable outcome. From setting differences to overseeing a large deal leader should be practical fair and firm in the negotiations, so, a person who claiming himself herself a leader should have a very good negotiation skills.

And with negotiation skills one can establish rapport. One can persuade the members to do something. One can establish relation good relationship did you know that 71% of all online adults use Facebook that is almost 1.2 billion people. Smart leaders know that their followers and potential follower's habits have changed their spending more time on social media then even before

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- Remember to stay true to the decisions and plans.
- Do not be afraid to work hard and never loose your focus.
- Understand the concerns and emotions of other people.
- Never be afraid to confront.

When social media is used as a tool to engage educate and connect with followers it can have powerful result and attract countless new people to your cause. See all political leader they use Facebook, Twitter, WhatsApp group social savvy be alert and be accustomed to the present world present fashion. When great leader is speak, they are able to clearly relay their thoughts in a way that is easy to understand that is clarity.

Then they make sure there are no miscommunications and that their points got across clearly. This ensures projects and task that are delegated get done the right way and without mistakes. Leaders need to be able to share the methodologies and processes that make their business run with the person they work with a higher that is to preserve people and also ability to teach. If your managers are poorly trained you are a staff will be poorly trained and it will reflect in your sales and operations.

Remember the best way to learn something yourself is to teach it and while teaching to other you will also learn a lot. In the same way great leaders are able to teach they also value learning that is interested in feedback that is outcome. That involves the honest feedback and the ability to have positive attitude that feedback and use it and to make adjustment and benefit everyone. See good feedback and bad feedback. A good leader is one who is ready to get bad feedback also win-win but when you lose something you should have courage to accept to rectify it to move on.

This can be difficult but you are trust in your team largely depends on the people you hire. Your ability to train them and the work you delegate to them that is trust in your team. If you believe in their ability to do those things you need to trust your team to get the result you want and not micromanage every project. So, developing trust is a kind of bond and if you have bond close Bond naturally you will get success in your Endeavour.

Now, let us face it is difficult to love every part of your work no matter what you do. But great leaders have the ability to inspire that dream and make sure they know what they are doing has a bigger impact than they realise that is ability to inspire to motivate others every moment when life is about celebrating athletics not a sneaker. Apple is about changing the world not computers what are you about? Leadership is the art of getting someone else to do something you want done because he wants to do it.

When delegating work leaders know their team and that is strength inside and out. They use that knowledge to decide who gets assigned which projects task so that everything gets completed the

right way that is idle team is strength. Sharing your vision with your team this is very important for a leader. There are a lot of people out there who think they have the next great idea sadly as great as those ideas might be they will never go anywhere if no one else knows about it.

Leaders have the ability to share their vision and get people to buy into their ideas means you should be bold enough to share your vision, if you keep your vision inside your mind how come? You may move other or to inspire other sharing vision is very important and turning vision into reality is equally important. Not only can leader share their vision they have the ability to break that vision down into a steps and a strategy that can be understood by others and execute over time.

By understanding what people really want you can help them better perform by properly incentivizing, incentive is very important not only with money their work and progress towards larger goal. So, get the best from others, to get the best from other a leader needs to understand their motivations be positive generous open minded and be able to control their attitude. If you want to build a safe down drum up the men together would divide the work and give orders.

Instead teach them to earn to the vast and endlessly, this is the attitude of a leader. Try to understand people that what motivates them for better or worse human beings tend to care mostly about themselves and are motivated by self is altruism. Simply put you need to figure out what people want for themselves notoriety, money, recognition and understand that will be different for everyone take responsibility.

A leader should have a broad shoulder in the same way leaders can quick to give their team credit they are also quick to take responsibility for negative outcome. Great leaders know that when they accept responsibility for their actions they can positively affect the outcome. A good leader is a person who takes a little more than his share of the blame and a little less than his share of the credit spoken by John Maxwell, very true.

I mean a leader required a good leader required to sacrifice something to get something that something back which is good. People often seek recognition from people they follow that is

why it is important to reward your team members for their inputs especially when they go above and beyond. Monetary rewards are nice but thoughtful personal reward can be more impactful good words, certification some kind of incentive.

So, we what doing is a kind of you know energy tablet to the employee and if a leader knows this well his or her organisation runs like anything. Great leaders are able to carefully and quickly analyse a situation or a person. Being decisive does not mean making a decision quickly it means making the right decisions in a practical timely manner. Do not allow your decisiveness to alienate team members from the decision making process.

So, evaluative attitude is also important but not in a negative manner in a positive manner, conduct effective meetings. In the present scenario even I have seen meetings and meetings and meeting hours and hours. What are the outcomes? Sadly most meetings are never as productive as they could be after all if you are an entrepreneur usually get to work with people that you like which can be distracting.

Effective leadership is about using meeting time as effectively as possible. If start by having and agenda eliminate distraction have a start end time no acceptance encourage everyone to contribute, encourage note taking and follow up after the meeting. It is useless if you kill the time. If it is necessary to conduct convene meeting but with a powerful agenda meaning full agenda. When you show respect towards other people it is much easier to build meaningful beneficial relationship.

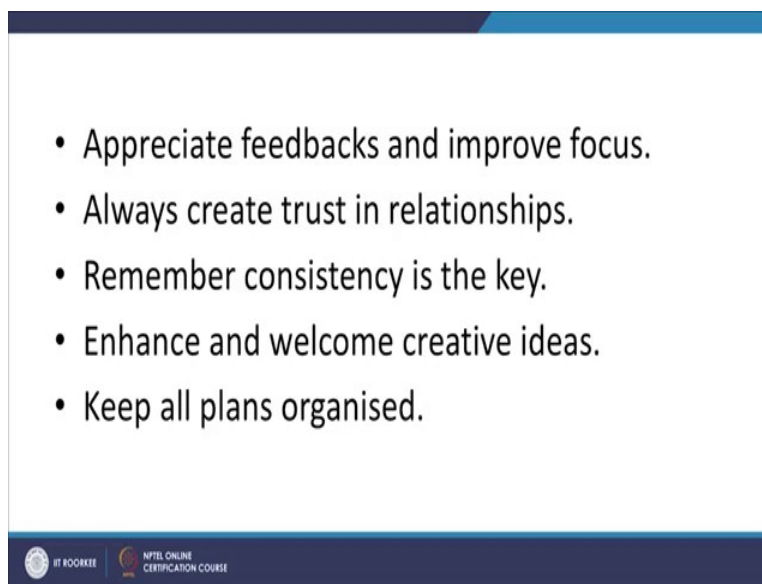
You need to keep your promises do not waste their time stop gossiping believe in others idea stand up for them and truly care about there will be that is respect for others very essential quality. It is one thing to identify means coaching key people try to find out the good person talented person and coach them. It is one thing to identify your top performing employees but you also need to nurture their success and help them grow within your organisation.

In order for you to successfully lead a growing number of people you need to enable your key people to lead as well and help push progress for what? So, coaching means supporting genuine

people in an organisation or in your team is also the quality of a leader or a leader kind of person. Leader must be close enough to relate others for enough ahead to motivate them. Well a leader always enables other to act unless there are strict guideline regulations for safety concern.

If you do not allow your followers to make their own decisions they likely will find regions to disagree with yours. You can enable others to act by giving them the tools and processes they need to succeed trust them to handle. People do not like to be surprised that is why it is important to layout and agree to the expectations in place to everyone is one the same page from day one.

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To make sure your expectations are crystal clear is start by providing a structure clarifying roles set motivating goals and continuously give us for that is setting expectations. Some friends are more important than others when it comes to leadership the ability to judge situations and people with fairness is essential because it shows them how you value them. There are many examples in history of leaders who took advantage of people there was a leading things hardly ever worked out in their favour and it happens when in multinational company boss generally exploit their subordinate.

The leaders who are fair to people are the ones who are loved and remembered and this is how being fair the earn respect. The competition does not wait and there will always be someone out work you leaders understand that in your situation it is about who gets their first which is why

the value of both persistence and urgency. So knowing urgency is also very important quality whenever we talk of leadership.

Decisiveness being the decisiveness is not just about making decisions quickly it is a fostering a confident and effective way of thinking deciding and acting. In order to make the best decision possible understand and assess each option carefully while approaching the right people and resources to help you make your decision do not let in decisions paralyze you. Every overnight success you have heard about likely has another side to the story the long hours bootstrapping and testing many iterations before finding the right combination.

Leaders need to appreciate the process as much as the outcome and stay committed to their vision through thick and thin. Like professional quarterbacks great leaders follow a strict routine to keep their skills sharp and their delivery consistent. Remember that practice makes perfect and the more consistent you can be the more efficiently you and your organisation will be. Failure opens provide us with some of life's biggest learning opportunities.

Leadership is as well as the uncertainty and risk that are inherent parts of starting and running a business. The business world is changing quickly and will continue to do so great leaders have the ability to recognise those changes and guide their organisation and team accordingly so, ability to pivot. It is fascinating how many business owners and managers refused to change the simplest aspect of the business because they have the; if it on broke do not fix it mentality.

While that might work for a time as years pass the business and their leaders who refuse to learn adapt and grow will be left behind. To be an effective leader you need to be open to learning about new things and exploring new experiences. Being resourceful involved and understands all resources at your disposal adapting and by applying other experiences sometimes bending rules and never being afraid to ask for what you need.

So, a leader should be resourceful, phases of struggle with Grace this is very important aspect and effective leader approach road blocks with the high level of positivity and creative problem

solving that allows them to overcome situation that others might give up on is straight as smart what is this? It is hard to find a substitute for old-fashioned history test but knowing how to trust your gut quickly analyzing situations as well as the people you are dealing with and knowing how to spot a bad deal or scammer is an important aspect of leadership.

A good decision that is also the quality of leadership proactive the opposite of proactive is reactive which means you react to the world around you instead of taking a steps to positive affect the outcome. After many any failure big or small usually have two option give up or find a better way leaders know when it is time to double down and when it is time to fold the manage uncertainty by making thoughtful decisions on next step.

Well these are some of the important qualities for a leader and I am sure that if you consider all these qualities seriously one day you will be a good leader in your organisation have a good luck thank you very much.