Ten Basic Skills of Outstanding Leadership – Presenter Notes

**1st Slide**

All of us either know someone or we have heard about someone who is known as a good leader. I believe that in every case, those successful leaders excel at all or almost all of these ten basic skills.

**2nd Slide**

\* Integrity means honesty and more. It refers to having strong internal guiding principles that one does not compromise. It means treating others as you would wish to be treated (Matt 7:12). Most people, even the unsaved, call this the Golden Rule.

\* Many experts believe that a solid sense of right and wrong and strong guiding principles are the most essential and basic of all leadership skills or characteristics. Integrity promotes trust, and not much is accomplished without trust.

\* Integrity is a skill to the extent that we see it in action. But it goes much deeper than surface actions. It is based on one’s guiding beliefs and values, and is an important example of an essential leadership quality.

\* Integrity (or lack thereof) is reflected in thinking, attitudes, and actions. People can’t directly see your level of integrity, but they judge it pretty accurately based on your actions and your words.

**3rd Slide**

A leader must have a clear idea where his organization is going beyond this month’s results or this year’s budget. Where is it going in the long term? Even tactical leaders must be clear about this and need to refer frequently to the vision, mission, and values of the organization in their communications with others.

**4th Slide**

\*The chief complaint of employees in nearly every organization of all types, whether large or small from any industry segment, is “lack of communication.”

\*Communication within the context of leadership refers to both interpersonal communications between the leader and followers and the overall flow of needed information throughout the organization.

\*Leaders need to learn to be proficient in the communication that informs, that seeks out information (gives them a voice) and that connects interpersonally with others.

**5th Slide**

\* Networking (the art of social “schmoozing”) is also a relationship skill. Relationships develop from good interpersonal and group communication skills but relationship skills also go deeper.

\* A leader who likes dealing with people issues, who can initiate and deepen relationships with others, has a great leadership advantage. This is a leader who can build a team and achieve impressive results.

\* This kind of leadership is based on personal power (the right kind of power), not position power.

**6th Slide**

The ability to influence others and cause them to move in a particular direction is a highly important skill in leadership. In fact, leadership is often defined as the ability to persuade or influence others to do something they might not have done without the leader’s persuasion.

Your ability to be persuasive is directly related to how much people trust you and how good your communication and relationships are.

**7th Slide**

\* Adaptability and flexibility in not being bound by a plan are important success factors in leadership. The leader must move easily from one set of circumstances (the plan) to the next (the plan is not going as expected) and take them all in stride.

\* The good leader has to embrace change and learn to see it as opportunity.

**8th Slide**

\* No one person can do it all and be successful in the long term. That’s why a team, comprised of others with different skill sets, is essential. A leader must know how to build and nurture such a team. A good leader knows when to be a leader and when to be a follower.

\* The best leaders are good followers when that's what is needed.

**9th Slide**

* Developing others is an important role for a leader. Encouraging others to expand their capabilities and take on additional assignments is part of the leader’s responsibility. Leaders who feel threatened by the capabilities of others are challenged in this area.
* A good leader works to develop and train his replacement.

**10th Slide**

A leader must be able to wade through information, comprehend what’s relevant, make a well-considered decision, and take action based on that decision. Making decisions too quickly or too slowly will impede your leadership effectiveness.

Theory of Ockham’s Razor – 14th century monk – “The simplest solution is usually the best solution.” It’s also been called “the law of briefness” which means we should not use more things than are necessary.

**11th Slide**

Planning involves making certain assumptions about the future and taking actions in the present to positively influence that future. To plan means to focus more strategically. Plans are important for guidance and focus, but plans can seldom be cast in stone.

To paraphrase Scotsman Robert Burns from his poem written in 1785, “The best laid plans of mice and men --- often go awry.”

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Questions or Discussion?