

LEADERSHIP

by Dave Graham



Give Your
People
Guidance



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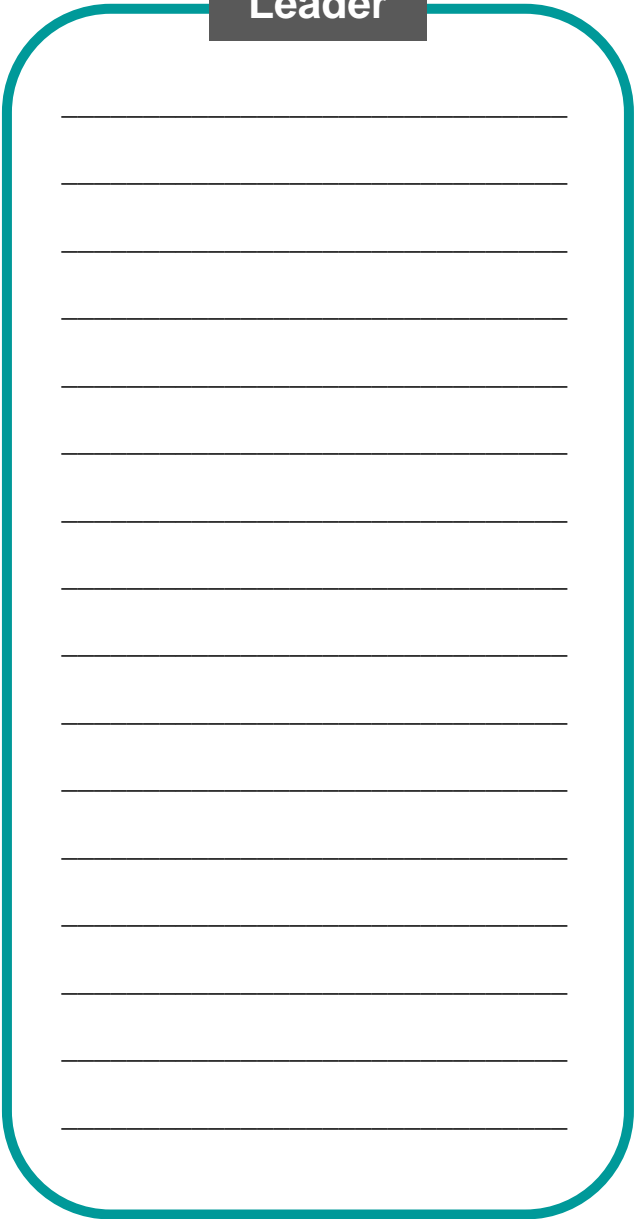
Section I: What’s the Difference Between Managers and Leaders?

Quite a number of people think that leadership and management are about the same thing.

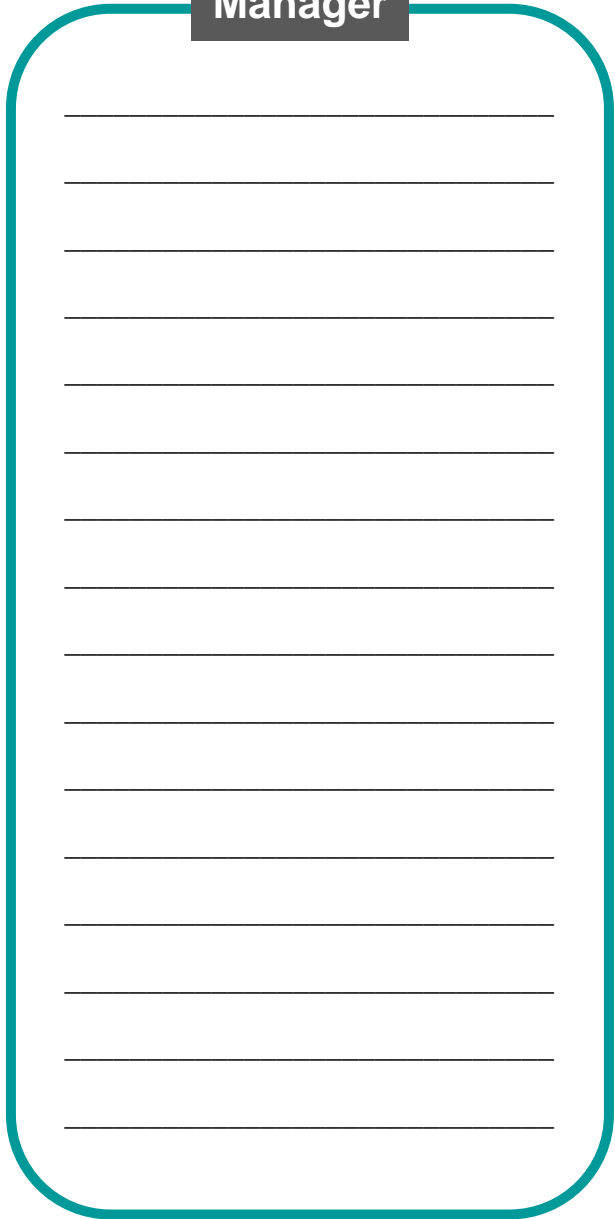
While it’s true that they can share things in common, there are some big distinctions between being a manager and being a leader.

In the spaces below, make some notes about things a leader does and things a manager does.

Leader



Manager



Were your lists different? There might have been some things that appeared on both lists, but there were probably some differences.

The important thing to note is that, in many cases, the qualities of a manager and the qualities of a leader aren't mutually exclusive.

Both are necessary. Sometimes at the same time.

Being a manager and being a leader isn't an either/or proposition. Very often, you have to juggle them or even perform them simultaneously.

**So it's important to know how and when to be a leader,
and how and when to be a manager.**

Section II: The Qualities of Leadership

There are many different definitions of leadership. The one we're going to focus on today is this:

Leadership is inspiring others to pursue a common vision with you.

Exercise 1: The Qualities of Leadership

In the space below, write down some of the leaders who have influenced your life. To the right of each name, try to describe the qualities of that person that made him or her an effective leader.

| Leader | Qualities |
|--------|-----------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Some of the qualities of leadership might include:

- Integrity
- Focus
- Pasion
- Respect
- Caring
- Compassion
- Persuasion
- Confidence
- Celebration
- Clarity
- Empowering
- Humility
- Collaboration
- Communication
- Courage
- Self-Awareness
- Genuineness

Section III: The Recipe for Leadership/Leadership Styles

Since leading people can be a difficult thing, we'll talk about a "recipe" for leadership. Practically all leaders follow these steps in one form or another:

1. Create a vision
2. Motivate and Inspire
3. Manage the vision
4. Coaching the team

How each of these things is done is usually based on both the personality of the leader, as well as his or her leadership style.

There are a number of leadership styles, but we'll address the following 7 styles in our session today:

1. **Coercive**
 - a. "Do what I tell you!"
2. **Pacesetting**
 - a. "Do as I do!"
3. **Coaching**
 - a. "Try this."
4. **Democratic**
 - a. "What to do you think?"
5. **Affiliative**
 - a. "Let's make this work!"
6. **Laissez-faire**
 - a. "Do what you think is best."
7. **Servant**
 - a. "What can I do to help you?"

Thoughts

Of course, ***you can combine these in any number of ways*** – and that’s probably a good idea. Using particular styles for particular situations or different groups of people can be very effective.

Exercise 2: My Leadership Style

In the space below, jot down some of the leadership styles that you feel fit your personality and situation best. Make a note out to the right about why you think that style could be effective for you.

| Leadership Style | Reason |
|------------------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Section IV: Failure of Leadership

Becoming a leader is long-term process – it doesn’t happen overnight. And there are bound to be failures along the way.

This is one of the primary reasons that people are afraid to lead. To be unsuccessful in such a public way would mark them as “losers.”

What many people fail to realize is that in times of “failure,” a leader can show his or her greatest strengths.

As Vince Lombardi says, “It’s not whether you get knocked down. It’s whether you get back up.”

By weathering tough times and rebounding, leaders show what they're made of. In fact, successful recovery from loss and failure is one of the hallmarks of a leader.

So how does a leader act during trying times? The following is a list of 10 things compiled by getsmarter.com that leaders do when things go wrong.

1. Great leaders accept that failure is inevitable.
 - a. They know that failure is one of the byproducts of risk.
2. Great leaders confront failure.
 - a. They don't ignore their failures – they analyze them.
3. Great leaders are vulnerable.
 - a. They acknowledge their failures to others.
4. Great leaders fall forward.
 - a. They see failure as an eventual step toward success.
5. Great leaders recover fast.
 - a. They don't let failure stymie them – they move to the next step.
6. Great leaders fight back.
 - a. They don't blame themselves and lose confidence – they keep moving.
7. Great leaders make tough choices.
 - a. They use failures as a barometer to guide future decisions.
8. Great leaders realize their responsibility.
 - a. They know others are counting on them and act accordingly.
9. Great leaders take one for the team.
 - a. They support their teams when risk backfires.
10. Great leaders know when to take step back.
 - a. They take time to reflect and learn

There is another kind of failure of leadership: the absence of it.

Sometimes, when there is no leader, the people will flounder temporarily. But history shows us this state of affairs doesn't last. Before long, a leader will rise from among the people.

For this, if for no other reason, you should try to be an effective leader.

**Because if you don't lead your organization,
someone else will.**

Section V: Takeaways

Now that you have been through the preliminary Leadership course, you realize/can implement the following concepts:

1. **Leadership and Management are Not the Same** – Know the characteristics of both and how to tell the difference.
2. **Know When to Lead and When to Manage** – Different circumstances require different approaches, especially if you are wearing both hats. Supply what's called for – even if it's a combination of the two.
3. **You Can Be the Leader You Want to Be** – Being a good leader isn't accidental – you have to work at it. Consciously work on the qualities of leadership so that you're ready when it's called for.
4. **There are Different Styles of Leadership** – Study the styles and align yourself with the ones that best fit your personality, your people and your situation. Learn when to use which styles, and how to combine them.
5. **Leadership Means Making Mistakes** – If you wait to be perfect leader, you'll be waiting the rest of your life. Difficult times are the times leadership is needed most – and the times you're most likely to make a mistake. Own your mistakes, learn from them, and improve.
6. **There's No Such Thing as a Vacuum in Leadership** – If you don't lead, someone in your organization will.

Of course, if you have difficulty with any of these ideas or with ways to implement them, we are just a phone call or email away. Don't hesitate to reach out to us or your colleagues and mentors on your Advisory Board (AB) calls. That's why we're here – to help you grow your business to a profitable exit strategy. (See how that Mission Statement helps? 😊)

