

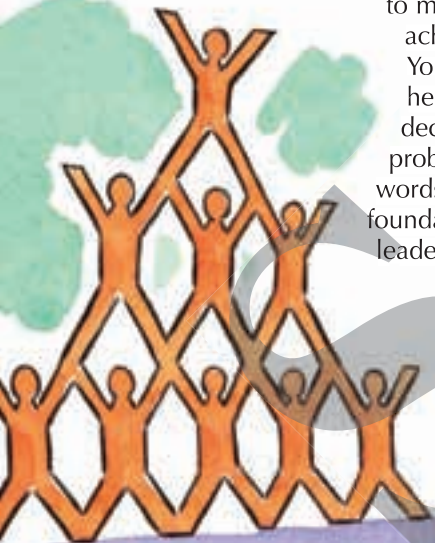
## Bring Out the Leader in You: 7 Questions

Take the first step toward finding your inner leader. Ask yourself these questions — the answers will help bring your strengths, skills, values and goals in focus.

- 1 What is most important to you personally and professionally?
- 2 What are your values and ethics?
- 3 How can you help others reach their full potential?
- 4 What special strengths do you have that you can share with others?
- 5 How can you challenge yourself and learn more?
- 6 What motivates you? How can you help motivate others?
- 7 Are your decisions and actions in line with your values and beliefs?

Use the answers to these questions to set your long- and short-term goals and

to move toward achieving them. Your answers can help guide your decisions and solve problems. In other words, they're the foundation of your leadership skills.



## Ways to Inspire Others

Let your leadership skills be an inspiration to those around you and the whole workplace will be more positive and productive. Try these ideas:

**Be what you believe.** Make an effort to become a person worth emulating. Hold true to yourself and what you know is right in your decisions and actions.

**Share your experience.** Everyone has experience, talents and strengths that make them unique and valuable. Share your best with others.

**Own up.** Admit to your mistakes and learn from them. Don't be afraid to share your failures with others and ask for support.

**Communicate.** Work on your communication skills. Watch what you say and also how you say it. Pay attention to your body posture and facial expression as you speak to others.

**Help others grow.** Delegate tasks, become a mentor and teach others what you know. Challenge people to step up, grow their skills and do their best.

**Ask questions.** Seek input from employees and co-workers, and carefully consider all points of view and ideas as you make decisions. Help others feel included, useful and valued.

**Motivate.** Know what makes those around you want to achieve their best. Be generous with praise and positive feedback.

**Final thought:** Good leaders inspire others in ways that allow them to achieve success on their own power. Find your inner leader and allow those around you to shine.



# Leadership 101

Discover Your Strengths



## What Is Leadership?

Leadership is the ability to move and motivate people toward a common goal. Leadership isn't just for managers. It's a valuable skill for anyone who seeks to meet the daily challenges of work with success and pride. Not everyone is a natural-born leader, but leadership can be learned like any other skill. The tips in this brochure can help.



## Top 10 Leadership Skills

**1 Courage.** Leaders care about doing the right thing, even when it's difficult or makes them unpopular. Have strong convictions, determine your values and stand up for them.

**2 Discipline.** Create a routine of good habits, such as exercising, reading, eating well, staying organized and managing stress. Stay on track to reach your self-improvement goals, even through distractions such as change, self-doubt or criticism.

**3 Positive attitude.**

Turn negativity around so that you feel like you can accomplish anything. You'll inspire people around you with your can-do attitude and optimism.

**4 Self-awareness.** Know your weaknesses as well as your strengths. Be aware of how you come across to others. True leaders know when they need help, and how to delegate gracefully and use their resources wisely.

**5 Responsibility.** Take an active role at work and at home. Pay attention to how you spend your time, energy and money. Pursue activities and goals that have importance and value to you.

**6 Integrity.** Leaders keep their promises and make sound decisions based on their deepest goals and values.

**7 Commitment.** Always follow tasks through to the end. Be dedicated to excellence and passionate about getting things done right.

**8 Listening.** Leaders are open to different ideas and points of view. Listen actively to what people have to say without interrupting.

**9 Flexibility.** Know when to change your course of action, try a new idea, brainstorm more solutions or when it's time to call it quits.

**10 Clarity.** Keep your eye on the big picture and have a vision for where you and your team are headed. See past momentary problems and setbacks to the outcome that's down the road.



## Developing Leadership Skills Can Help You ...

- Inspire and motivate others to achieve their best
- Reach your goals
- Do your best work
- Feel great about yourself and your accomplishments
- Create a positive and productive workplace

## Who's been a leader in your life?

Perhaps it was a parent, teacher, boss, coach or friend. Think about that person and how you were inspired. List the qualities he or she possessed that you appreciated. When presented with a problem, think about how he or she would solve it. Learn from that example.



*"If your actions inspire others to dream more, learn more, do more, and become more, you are a leader."*

— John Quincy Adams

## READY, SET, ACTION!

People who lead don't sit by idly while things happen around them. They take action. Take a more active role in your work life (and your personal life) with these tips:

● **SEEK OUT A MENTOR** whom you admire. Have lunch or coffee with him or her to discuss goals and aspirations. Read about great leaders in history and study the qualities that made them a success.

● **WORK TIRELESSLY** toward your goals. Don't get mired down in everyday emergencies and interruptions. Make tasks that move you forward your top priority, and dedicate your time and energy to them.

● **RISE ABOVE** conflicts.

Don't act in anger. Take time to cool off before you speak or act. Realize that disagreements are a part of working together and that differing points of view are key to new ideas and problem solving.

● **SOLVE PROBLEMS.**

Don't just complain about the status quo. Find ways to make things better.

● **UNDERSTAND** what the people who work with you and for you do, and how everyone's efforts contribute to the job at hand. Treat problems and conflicts with empathy — see things through another person's eyes.

● **SEEK OUT** new experiences. Strive for self-improvement in the form of training and education. Take every opportunity to learn something new and build your skills and experiences, even if doing so is outside your comfort zone.

