

Special Management Series

# 10 STEPS TO SUPERIOR LEADERSHIP

Presented by J.W. Owens



A Perspective 101 Series



*"I'm Supposed to Supervise These People!"*

**Have you felt like this?**



*"I'm Supposed to Supervise These People!"*

Have  
you  
felt  
like  
this?



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# What Does It Mean to Be a Leader?



**Leadership is influencing people by providing purpose, direction, and motivation, while operating to accomplish the mission and improve the organization.**

# *Are You Cut Out for Leadership ?*

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You may be interested to know if you are a good leader

OR

if you *would* make a good leader.

The questions in this short checklist are a  
*self-assessment of leadership abilities.*

# *Are You Cut Out for Leadership ?*

Answer each of the following questions with an honest

**“yes” or “no.”**

1. Do you believe that people are basically good and want to do the right things, even if they sometimes don't know what those things are or don't know how to do them ?
2. Do people naturally “come to you” and seek you out about things – interests, problems, joys, or just passing the time ?
3. Do you get along with most everyone ? Oh, sure, there are a few difficult ones, but in general, can you co-exist peacefully with nearly everyone ?

# *Are You Cut Out for Leadership ?*

Answer each of the following questions with an honest

**“yes” or “no.”**

5. Are you approachable and available to those around you ?
6. Are you able and willing to communicate frequently and make communication a top priority in your leadership role ?
7. Do you possess a healthy measure of humility ?
8. Are you able to make firm decisions and take actions while, at the same time, taking into account the needs and suggestions of others ?



# *Are You Cut Out for Leadership ?*

Regardless of what *you* think, your success as a leader and potential leader is really based on the perceptions *others* have of you. That's why it's a good idea to find out how someone else would answer these questions *about* you.

Your intention may be very good, but it is others' opinions about you that will determine how well they will work for and with you and, therefore, how effective you are in your leadership role.

Consider asking your manager, mentor, or a trusted colleague or employee to answer the same eight questions about you. Their perspective will help you see yourself more clearly and increase your **self-awareness**. You will better understand how you are **viewed in the eyes of others**.

# *Are You Cut Out for Leadership ?*

so...How Did You Do?



# *Are You Cut Out for Leadership ?*

## How Did You Do?

- As noted, the correct answer to each question above is **YES**.

So, how did you do on the assessment?

- How similar or different were your own answers when compared to the answers of your trusted (and honest!) colleague who rated you?

# *Are You Cut Out for Leadership ?*

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## **Did You Notice...?**

*Notice that none of the questions* on the above assessment of leadership abilities asked you to rate how intelligent you are, how much subject-related knowledge or experience you have, or how much direct work experience you have in the area you are leading.

# Characteristics of a Successful Leader:

## Ten Basic Skills of Outstanding Leadership



- Integrity
- Vision/strategy
- Communication
- Relationships
- Persuasion
- Adaptability
- Teamwork
- Coaching and Development
- Decision-making
- Planning

# Definition and Explanation of the Leadership Skills List

## #1 Integrity

- *How deep are your convictions on the things you believe in ?*
- *What do you believe in SO MUCH about your work that you will stand up to anyone about it ?*
- *How much are you willing to compromise your important beliefs ?*
- *To what extent do your behavior and the choices you make align with your guiding values and principles ?*

# Definition and Explanation of the Leadership Skills List

## #2 Vision/strategy

- *Can you see, do you see where your department, team, and organization are going ?*
- *How often do you talk about the ways in which what you are doing in your area are related to the overall mission ?*
- *Do you think and speak inspiringly about what the organization is doing and about the future of the organization ?*

# Definition and Explanation of the Leadership Skills List

## #3 Communication

- *How much and how willingly do you speak out and keep information flowing ?*
- *Conversely, can you keep confidential information private ?*
- *How often can and do you listen more than you speak in conversations with your employees ?*
- *How would you assess your communication skills with each of your employees ?*
- *How do you handle “bad news” when you receive it ?*



# Definition and Explanation of the Leadership Skills List

## #4 Relationships

- *What is the level of trust and respectful feelings you have with each of your employees ?*
- *With each of your peers ?*
- *How easy or difficult is it for you to initiate new relationships ?*
- *Deepen existing relationships ?*

# Definition and Explanation of the Leadership Skills List

## #5 Persuasion

- *How persuasive and influential are you ?*
- *Under what circumstances can you persuade others to your point of view ?*
- *To what extent do people value your opinion and follow your lead ?*

# Definition and Explanation of the Leadership Skills List

## #6 Adaptability

- *To what degree can you relinquish rigidity ?*
- *Control ?*
- *When is it easy and when difficult for you to embrace change ?*
- *How do you react when things don't go as planned ?*

# Definition and Explanation of the Leadership Skills List

## #7 Teamwork

- *To what extent do you value working cooperatively as part of a group ?*
- *How do you promote teamwork among those you lead ?*
- *In what ways do you work collaboratively with your peers ?*
- *How do you handle team conflict ?*

# Definition and Explanation of the Leadership Skills List

## #8 Coaching and Development

- *How do you feel about developing others around you ?*
- *How do you encourage, nurture, and build the capacity of those you lead ?*
- *How easy or hard is it for you to set your needs aside and share control with others ?*
- *Can/do you delegate well ?*

# Definition and Explanation of the Leadership Skills List

## #9 Decision-making

- *How comfortable are you with having to make the “final decision” on things ?*
- *Do you have any tendency to decide too quickly without due consideration or, conversely, to gather data, analyze and ponder endlessly and be unable to decide ?*
- *In what areas do you struggle with making firm decisions and standing up for what you believe ?*

# Definition and Explanation of the Leadership Skills List

## #10 Planning

- *How easy is it for you to put together plans for activities and projects, including contingency plans (what will happen IF...)?*
- *How easily are you able to focus your attention and stick to your plan, yet without being rigid about it?*
- *How do you decide when to push ahead or, instead, to modify your plan?*

# Are you a Leader?



A sense of humor is  
part of the art of  
leadership,  
of getting along with  
people,  
of getting things done.

~Dwight D. Eisenhower



# Definition and Explanation of the Leadership Skills List



*“You have brains in your head.  
You have feet in your shoes.  
You can steer yourself  
any direction you choose.  
You’re on your own. And you know  
what you know.  
And YOU are the guy who’ll decide  
where to go.”*

*--Dr. Seuss,*

*Oh, the Places You’ll Go!*

**Thank you**

# 10 STEPS TO SUPERIOR LEADERSHIP



This is a series of Training for your  
Management, Sales & Office TEAM

## Good Selling !



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**A Perspective 101 Series**



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