



Characteristics of Effective Leadership

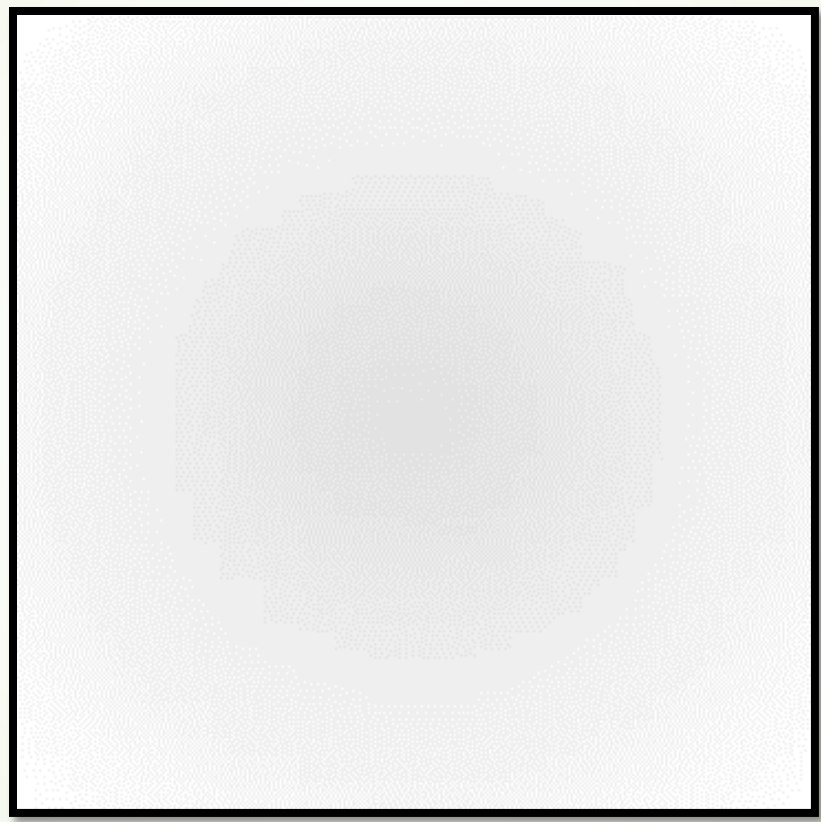
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“ You do not need permission or a title to be a leader.”

Definition

Leadership is about doing the right thing. It is motivating, enabling, and empowering others to do their best while learning from them. It is the ability to respond to change in a positive and constructive manner. It is knowing that there is a solution for every problem and that we always have a choice in how we respond to people's words and actions. What matters is what you do; promises are meaningless. Leadership is about modeling your philosophy through your actions.

Values

- Faith gives us Power.
- Goodness gives us Confidence.
- Giving gives us Joy.
- Forgiveness gives us Serenity.
- Gratitude gives us Freedom.
- Courage gives us Uniqueness.

Values

- ❑ Positive Thinking gives us a Head start.
- ❑ Integrity gives us respect.
- ❑ Perseverance gives us Continuity.
- ❑ Empathy gives us Humanity.
- ❑ Passion gives us Energy.

Caution

The downfall of leadership happens when our actions are inconsistent with our words and when we abuse our power.

Characteristics, Skills, and Concepts

1. **Believing You Can Be a Leader** (Story of Lady at gas station)

Leadership is a skill and a habit. Like most skills and habits, leadership improves with practice. As you become more skilled, the habit takes over and you begin to worry less about the mechanics of doing it and focus more on achieving your goals. Leaders are leaders because they have the self-confidence and the commitment to making a difference in whatever capacity possible (Burchard, 2012).

Characteristics, Skills, and Concepts

2. Effective Communication

The secret is to get your message across and learn how to listen. With good communication skills, you can expect to express your thoughts, mediate, educate, inform, learn, and even inspire. This is why communication is the driving force behind effective leadership. Remember communication is a two-way street. Good communication skills can be utilized through Active and Positive thinking and in facilitating a dialogue. Do not underestimate the importance of body language and tone of voice.

Characteristics, Skills, and Concepts

2.1 Effective Communication

Leaders who do not listen will end being surrounded by people who have nothing to say.

Characteristics, Skills, and Concepts

3. Becoming “Change Ready”

“It is not the strongest of the species that survives, nor the most intelligent, but the one most responsive to change.”

Charles Darwin

Characteristics, Skills, and Concepts

3. Becoming “Change Ready”

The simplest way to change is to assume change has already occurred and act accordingly, instead of saying I will make the change. Assuming the change has already occurred is utilizing positive thinking which can be transformed into a new habit through visualization, perseverance, and consistent passionate action. Being “Change ready” makes you proactive.

Characteristics, Skills, and Concepts

4. Motivation

Tangible rewards such as pay increases and advancement are useful and motivate in the short run. However, they quickly lose their meaning and become part of the system and will be expected by everybody. Rewards with lasting impact must be more personal and unique. We should focus on intangible rewards that are more intrinsic or moral in nature. As such, the focus should continue to be on empowerment, inclusion, and leadership density.

Characteristics, Skills, and Concepts

5. Empowerment and Team Building (Paper folding activity $\frac{1}{2}$, $\frac{1}{2}$, triangle, tear lower right corner)

Empowerment is a departure from viewing the organization as a combination of several discrete elements where challenges and problems are treated as a series of causes and effects. It is about acknowledging that all elements of the system are intertwined. It is about sharing all information with all members of the school and delegating decision making to the people closest to the core worker and clients. It means endorsing participatory management and leadership density.

Characteristics, Skills, and Concepts

6. Conflict Resolution (3 volunteers, different places, each describes what he/she saw)

The best way to resolve conflict is to have created an open, motivating, and supporting atmosphere whereby conflict is eliminated before it even starts. Judging and labeling people will always create more conflict.

Characteristics, Skills, and Concepts

6. Conflict Resolution

Helpful suggestions in resolving conflict:

- ❑ Promote third option thinking which leads to synergy and makes a win-win situation the most possible outcome. Third option thinking implies that both parties believe they can reach an alternative solution that is different than either parties' solutions. It encourages each party to seek the other because they have different views than ours. It produces exponential growth in solutions. It may even make $1+1=1000$ (Covey, 2011).

Characteristics, Skills, and Concepts

7. Learning from Mistakes

Successful people learn from their own mistakes, while the people who excel, learn from their own mistakes and the mistakes of others. We must remember that mistakes are learning opportunities. In each mistake, there is a valuable lesson to be learned, a chance to change and improve matters. The main issue is to make the proper plans to ensure that the same mistake is not repeated. Effective leaders do not dwell on mistakes or get stuck in the past. They embrace the present and move forward (Tozer, 2012).

Characteristics, Skills, and Concepts

8. Professional Development, Assessment, and Evaluation

Targeted professional development is crucial to continuous improvement of the organization and to the personal and professional growth of each of its members. A comprehensive evaluation plan (ongoing, informal, formal, formative, summative) should be inclusive of everyone (BOT, principal, administrators, teachers, staff members, workers, students, and parents).

Characteristics, Skills, and Concepts

9. Volunteerism

Giving back to the community can be a great opportunity to ignite your passion, feel better, and enhance your leadership skills. It also reinforces the value of commitment and perseverance. It is Peace Education in action and is an important part of becoming a holistic leader.

Characteristics, Skills, and Concepts

10. Recruitment and Retention of Employees

This is an area that requires a lot of change. We must move from thinking that one or a few people are responsible for recruitment and retention into believing that it is the responsibility of every person. This may be one of the most important decisions that we make. Bringing new quality people to an organization and ensuring continuity are of the utmost importance.

Characteristics, Skills, and Concepts

11. Being Visible

It has been said “a picture is worth a thousand words.” I say your presence is priceless. Being visible and available, especially when not planned, expected, or scheduled is meaningful and rewarding.

Characteristics, Skills, and Concepts

12. Agility in Leadership Style

An effective leader is capable of wearing many hats and able to adjust his/her style to suit diverse situations. This implies you are able to utilize the theory of situational leadership (Blanchard, Ziegler, Edition 2013). It means assessing a teacher's or an administrator's competence and commitment on a specific objective or task and having the ability to:

Characteristics, Skills, and Concepts

12. Agility in Leadership Style

- Delegate to individuals with high competence and high commitment.
- Support individuals with moderate to high competence and variable commitment.
- Coach individuals with low to some competence and low commitment.
- Direct individuals with low competence and high commitment.

Characteristics, Skills, and Concepts

13. Lateral Thinking (Activity with thinking hats)

It is a great mechanism for making decisions. It is a way to explore an issue from all sides by all involved. Agility in leadership style and lateral thinking lead to creativity. DE BONO chose six colored hats to represent six directions of thinking.

13. Lateral Thinking

White Hat: neutral and objective; deals with information, facts, and figures

Red Hat: hunches and feelings; gives the emotional view

Black Hat: careful and cautious; plays the “devil’s advocate”

Yellow Hat: sunny and positive; represents the optimistic view

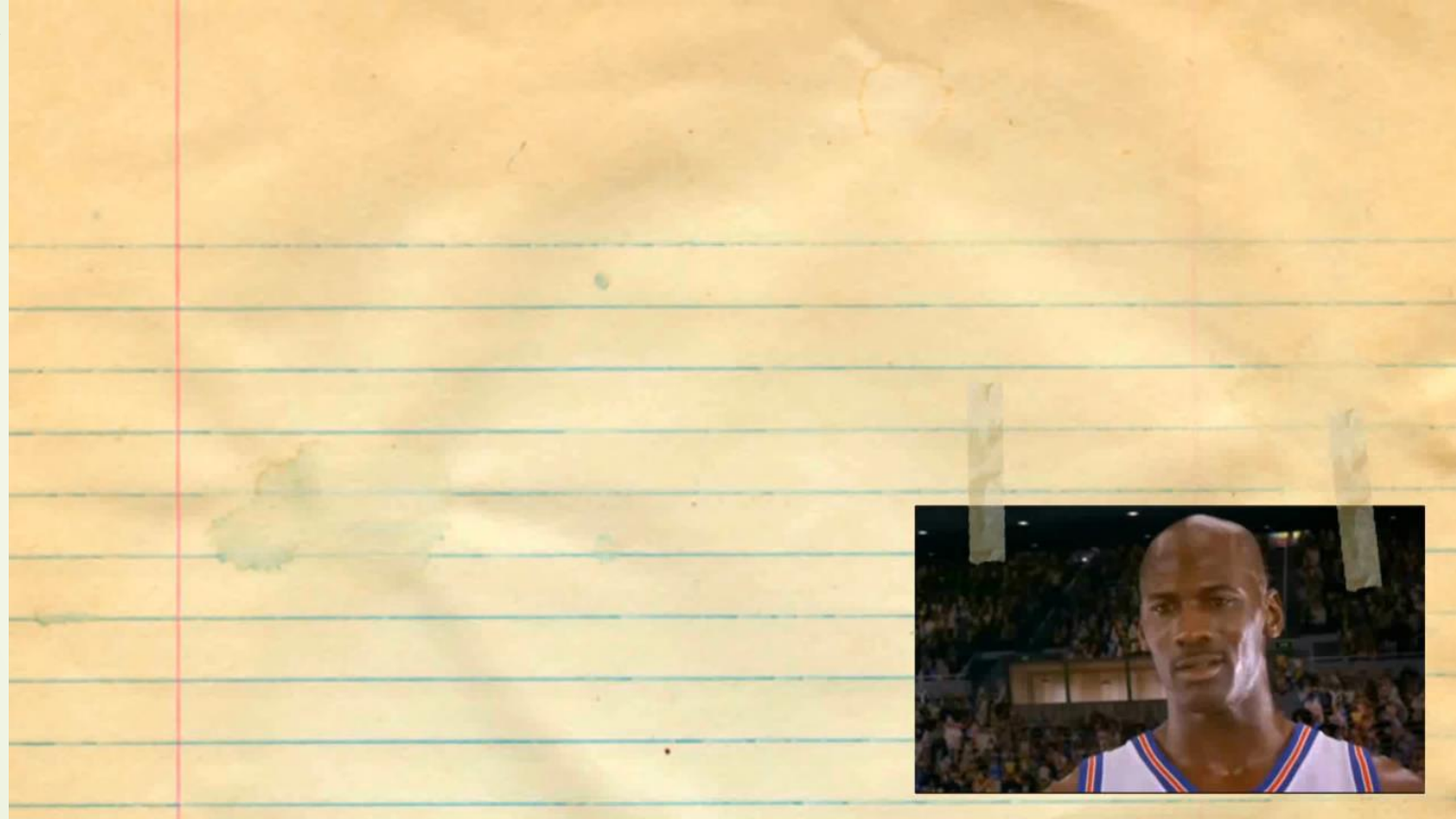
Green Hat: creativity and new ideas; offers choices and alternatives

Blue Hat: organization and cool control; makes conclusions and summaries

Characteristics, Skills, and Concepts

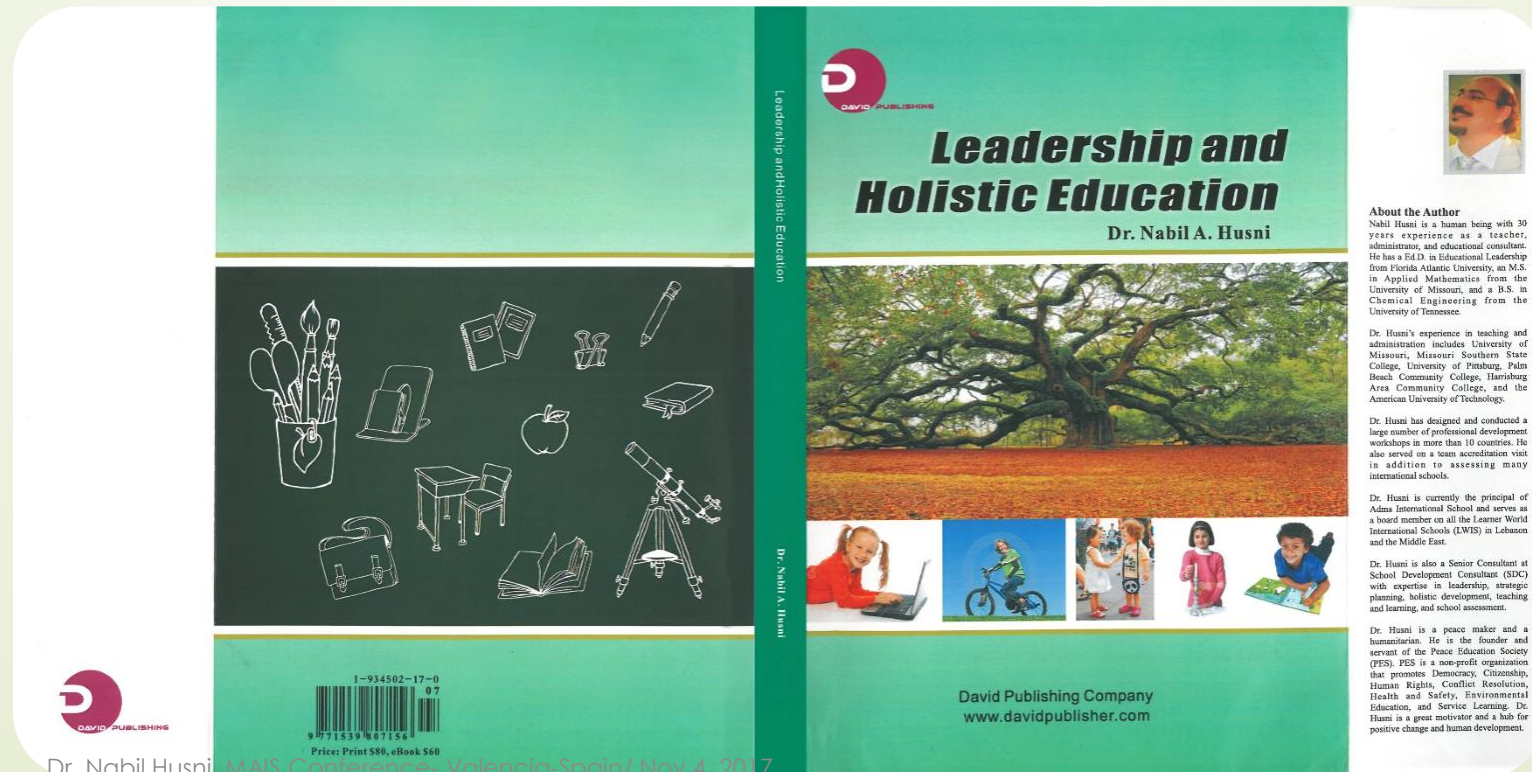
14. Harvesting the Power of Now and Having Fun

Although your mind is very powerful and useful to success and accomplishments, it is imperative to remember that you are not your mind. Do not allow it to take over. It is just a tool - a wonderful tool for you to use and activate. It is up to you to control your mind. It is feasible and simple to accomplish. It means creating new habits through initiating the process of positive thinking and visualization followed by passionate repetitive actions. Make sure you are happy and you are having fun.



References

Husni, N. A. (2015). Leadership and Holistic Education. Libertyville, IL 60048, USA: David Publishing Company



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