

# **Writing**

## **Develop Effective Leadership Skills in the Workplace.**

There are five main points to develop effective leadership skill in the workplace. Firstly, communication it is a good point for people who are the leader in the workplace communicate with other people who are in their teamwork to make their work well and have a strong friendship with their team member, or their employees. For example, you work in one company and you are the leader, and you have good communication with your team members or your employees by ask them about their daily life or their work such as about their work how was their work or something else. Secondly, be an active listener. For example, when one of your team members that have don't know how to work and try to explain you should be an active listener for he/she to make he/she feel good and comfortable. Moreover, when you are listening to them you should try to get the point that they face and decide on the thing that they tell you and encourage to them to make they feel comfortable and don't feel alone when they work in your team. When you listen to them, you can give feedback to them. Thirdly, adaptability with your team. For example, when you work with your team member, but one of your team members do not like with another. Sometimes he/she makes some decision different from your idea, so you should try to adapt with them, talk with them one by one, and explain about what your team want and about the issues when he/she does not want to do with what you want. Be a leader not easy like what people see, because sometimes try to adapt with different situation and try to make your communication style with different idea to different people. After that, have a vision and goal setting such as articulate a clear vision with your work and don't do something that doesn't relate with what you set and what you want to in your future with your team. Set SMART goal with this goal you should try to know what is SMART goal and the definition about it like Specific, Measurable, Achievable, Relevant, and Time-bound to make your work goes well in the future. Align team goals to make sure your teamwork with your vision and the goals that you set for your team member and one more to make your clients know about your company. Then, try to be a good motivation for your team try to know about what they face and what they need from you. For example, your team members, or your employees want to someone help and they cannot work with their tasks, because their tasks are hard to do. You should try to motivate to them in private to make them feel comfortable. Finally, there are five main points such as communication, active listener, adaptability, vision and goal setting, and good motivation for you to develop effective leadership skill.