1. Leadership is a process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task.

A leader is a person who uses social influence to enlist the aid and support of others in the accomplishment of a common task.

Leadership seems to be the idea or concept of leading, while a leaders is a person who embodies those ideas and concepts. As an example, I would use my Boss at work. She uses social influence gained from her position to divide projects into tasks and assign those tasks to people in my team.

No Author. (No Date). Leadership. Retrieved from: http://en.m.wikipedia.org/wiki/Leadership

2. There are many types of leadership styles out there, and we've covered most of them during Project 2 in class. Personally, I think no single leadership style is good. I think Charismatic Leaders are important as they can get an entire group of people motivated. The problem is those people aren't focussed, so an Autocratic leader must step in to direct everyone. Once everybody has a task, the leader can become more Laissez-faire, and work on their own projects rather than micromanage. if members have problems, the leader should be Democratic and ask for advice from others.

The problem is that a single person does not normally have the ability to play all 4 of these leadership styles. If a person did, I would very much like to work with/for them as they are good at motivating people, focussing people, completing tasks and asking for help without micromanaging

No Author. (August 2, 2012). Leadership Styles. Retrieved from: http://www.mindtools.com/pages/article/newLDR\_84.htm

3. I consider myself to be a mix of Autocratic, laissez-faire, and Democratic leadership styles.  I am very good at taking control and focussing on tasks, but I almost always ask everybody's opinion to properly judge if I am making the right decision. Then, I trust the team members to be competent and able to take care of themselves enough for me not to hover over their shoulders. I merely check in once a day and whenever they have questions.

A good example of this is my business, LbKStudios LLC. I own the business, and I have 2 others working under me. I am very good at deciding what tasks we sould focus on, and then dividing them up among the team. Before we get to work, though, I ask the team if they've got  better ideas, and we normally discuss for 10 minutes, and plan current and future work around those ideas. Once that's done, we get to work individually. The other 2 guys live in Chicago and Seattle, so we do our meetings using Google Hangouts. We normally focus on work on Friday, Saturday, and Sunday as we all have school we need to focus on. On the weekend nights, we have 'standup meetings'. In normal development teams, you stand up and talk across the cubicles. For us, we decided to call them standups even though we use Hangouts. Our standups are different from our weekend planning meetings as we solely intend on giving status updates and talking about things that block our work from moving ahead.

I try to be as hands-off as possible as it makes employees feel competent and capable, while still providing strcture and a means of of dividing and assigning tasks with input from the team.

4. I scored a 43 on the Learning to Lead test and a 39 on the Leadership Skills test.

Both tests show that I am an active and competent leader. As for the accuracy of these tests: I think they're relatively good. The only real reason I think this is because the results are very inline with what I think myself and what I'm often told by others. In terms of real validity: I don't think they have too much as the tests are too short to give a truly useful summation of the test taker.

5. I attend regular meetings, about 5 per week. I have 2 meetings with my WMU job, and 3-4 meetings with my LbKStudios team detailed in #3.

I am only required to attend 1 meeting for my WMU job, but I go to both because I like knowing what's going on around me. I feel it let's me do my job better.

As for success in meetings, I think all my meeting are successful as we have goals to meet during the meeting, and the meetings always meet the goals. Sometimes, though, we go longer than planned. This happens very rarely and does mean we weren't as successful as we hoped because we weren't able to focus on the goals as well.

For CEAS class projects, we normally don't meet very often. When we do, it's just to discuss goals and what people should be working on. I do a decent amount of work for my Senior design meetings which happen rarely. For those, I'm normally in charge of planning what we'll be discussing more than anything else.

I enjoy most meetings, except for really big meetings. In big meetings of 7+ people, I feel much less important than the other members, and I don't like those meetings. For those, I normally feel I shouldn't even be attending. An example would be a meeting during my summer internship at Mercent. They have monthly all-hands meetings where they discuss and update everyone on each department's accomplishments. As an intern, my projects have no real value to many people, so I am not really important.

6

a. There are 3 types of meetings: Information sharing and feedback, problem solving, and building commitment (No Author, No Date)

b. Good meetings are often defined by having goals, and a clear schedule while not running longer tha planned. All good meetings share a common theme: they finish on time while completing all items on the schedule. An exceptional meeting is defined as having follow-up afterwords with individuals (Hartmann, Feb 2, 2014).

c. Poeple meet for a few reasons. The ones I found were centered around sharing information, giving feedback, solving problems, and gathering people to complete tasks (No Author, No Date).

d. The optimal size for a meeting is the same as a small group: 5 (Laura, Jan 16, 2013).

e. Meetings in companies are disliked because people think they are too bureaucratic (Hartmann, Feb 2, 2014).

f. Good meetings always have Agendas. Most contain talking points and how much time should be spent on them while others contain an exact schedule from introduction, reminding people of meeting ground rules, agenda presentation, to wrapping up the meeting (No Author, No Date).

g. A good meeting should be long enough to get everything that needs to get completed done while avoiding excess arguments (No Author, 1998).

h. Meetings are seen as inefficient, boring, and frustrating because they weren’t properly run (Hartmann, Feb 2, 2014).

i. Nothing really, I’ve been doing meetings for a long time so I know quite a lot about them.

No Author. (No Date). Meetings. Retrieved from: http://www.cob.sjsu.edu/turner\_m/meetings.htm

Hartmann, N. (February 2, 2014). Seven Steps to Running the Most Effective Meeting Possible. Retrieved from: http://www.forbes.com/sites/forbesleadershipforum/2014/02/05/seven-steps-to-running-the-most-effective-meeting-possible/

Laura. (January 16, 2013). Do We Really Need 32 People as This Meeting? Retrieved from: <http://theproductivitypro.com/blog/2013/01/do-we-really-need-32-people-at-this-meeting/>

No Author. (1998). How Long is Long Enough? Retrieved from: <http://www.effectivemeetings.com/meetingplanning/agenda/schedule.asp>

Part 2:

I'd like to submit William Power as my leader and role model. For many years I've aspired to be like Bill. He's fun to be with and is a great person to be around. Bill is intelligent, but not a person who shoves the fact that he's smarter than everybody in their face. He's kind and helpful. He's deliberate. He never makes a decision without thinking about it first. He is a natural leader and relies on his gut feelings yet never acts on them without thinking first. He is funny and able to talk with people without problems. Bill can motivate and direct people to accomplish a task with extreme precision. If I could be around anybody, it would be Bill because he makes me feel like I want to be a better person and he makes me feel awesome.