

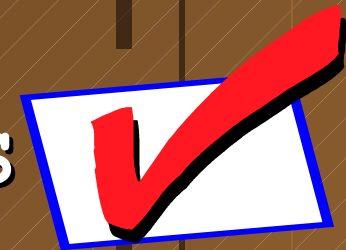
LEADERSHIP



08/25/09

WHAT ARE THE TYPES OF LEADERS?

- ◆ POLITICAL LEADERS
- ◆ UNION LEADERS
- ◆ SOCIAL LEADERS
- ◆ RELIGIOUS LEADERS
- ◆ SPORTS LEADERS
- ◆ **ORGANISATIONAL LEADERS**
- ◆ FAMILY LEADERS



08/25/09

WHAT IS AN ORGANISATION ?

INPUT

OUTPUT

PEOPLE

TECHNOLOGY

MONEY

RULES &
REGULATION

OBJECTIVE



ORGANISATION...

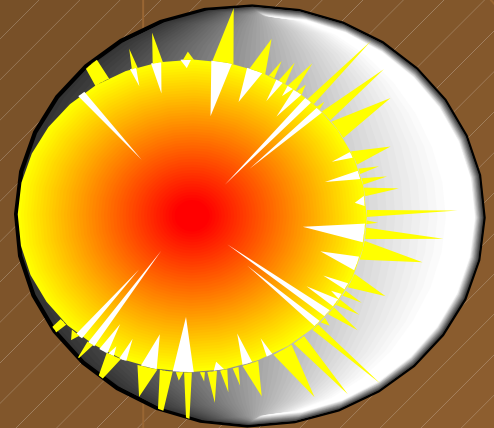
- ◆ Organisation always works for some objective,
- ◆ People are the centre force of effectiveness of an organisation
- ◆ but people have to work in group
- ◆ Every member of the group must contribute for achievement of organisational goals.
- ◆ Every member of the group is a different human being having his own perceptions.
- ◆ Here comes role of a leader to engage every one for achievement of organisational goals

LEADERSHIP - DEFINITION

- ◆ IT IS A PROCESS OF INFLUENCING PEOPLE FOR ACHIEVEMENT OF CERTAIN GOALS IN A GIVEN SITUATION.
- ◆ IT IS DIRECTING PEOPLE TO ACHIEVE CERTAIN TASK.

BASIC ELEMENTS FOR A LEADER.

- ★ A LEADER HAS TO INFLUENCE BEHAVIOUR OF OTHERS.
- ★ THE PURPOSE IS TO ACHIEVE SOME TASK OR GOAL.



DIFFERENCE BETWEEN A LEADER AND A BOSS

A BOSS

- ◆ Tells what to do
- ◆ Relies on authority
- ◆ Drives his men,
- ◆ Delegates responsibility
- ◆ Shows who is wrong
- ◆ Demands respect,
- ◆ Production oriented
- ◆ Blames others for failures
- ◆ Believes in “I”.

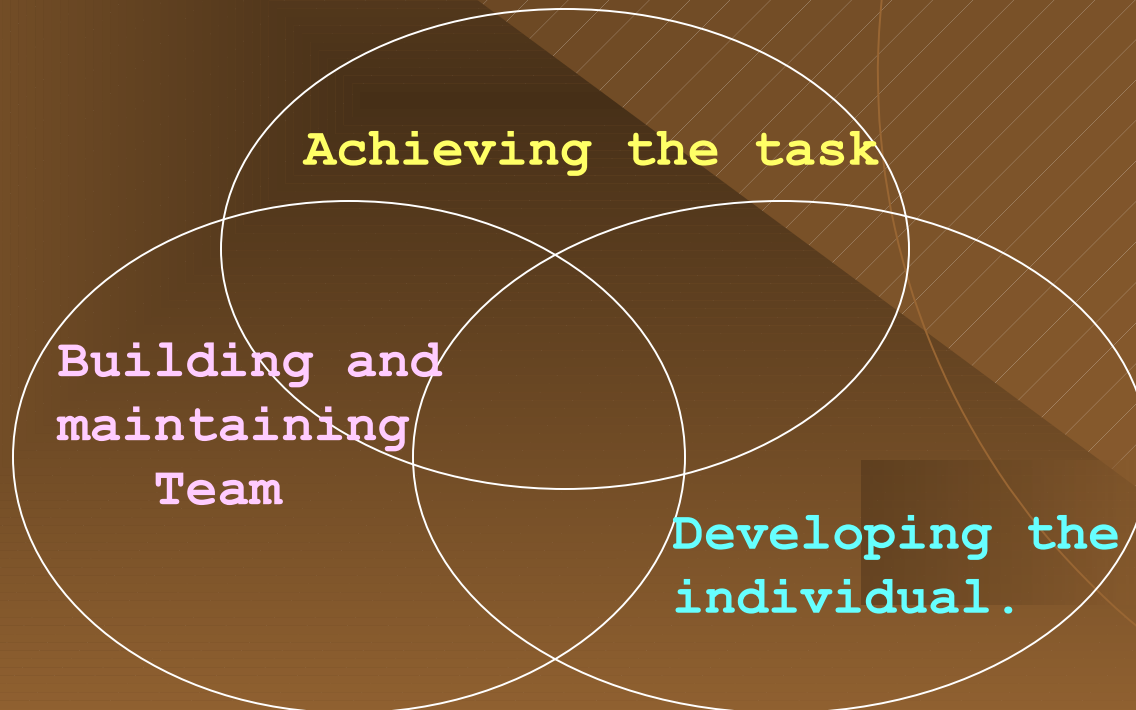
A LEADER

- * Tells why to do and how to do.
- * Depends on goodwill.
- * Inspires his men
- * Delegates authority only
- * Shows what is wrong
- * Commands respect
- * People oriented
- * Gives all credit for all successes.
- * Believes in “WE”

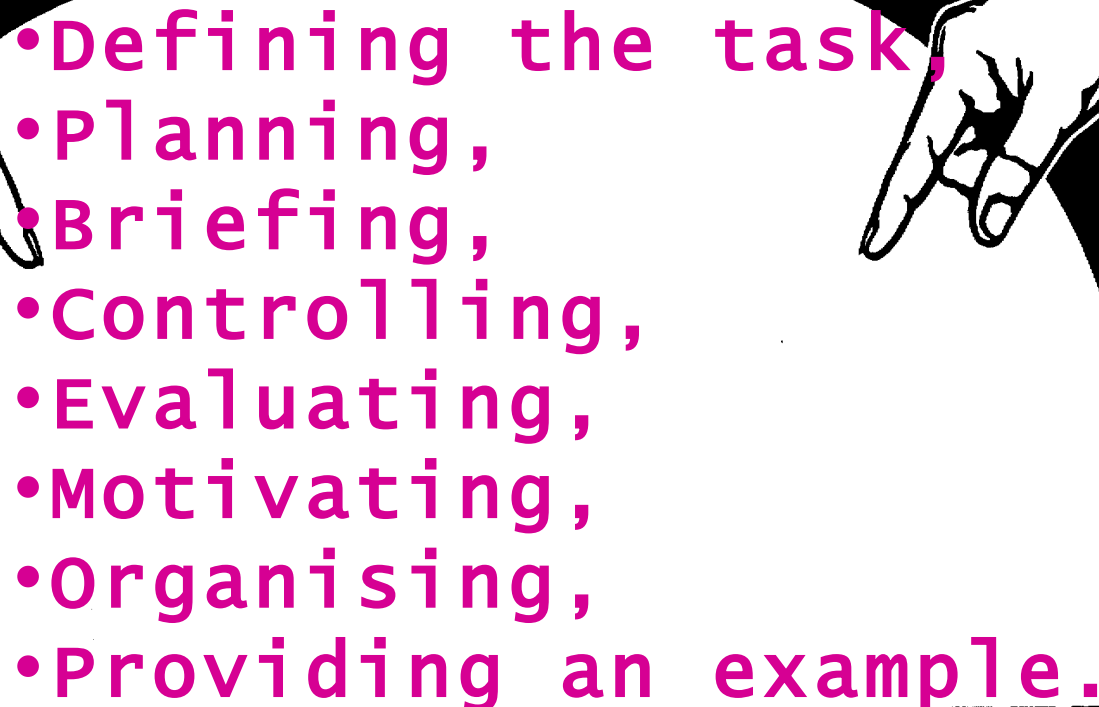


LEADERSHIP FUNCTIONS

THE ROLE OF A LEADER



LEADERSHIP FUNCTIONS...

- 
- Defining the task,
 - Planning,
 - Briefing,
 - Controlling,
 - Evaluating,
 - Motivating,
 - Organising,
 - Providing an example.

DEFINING THE TASK

TASK i.e. SOMETHING THAT NEEDS TO BE DONE, SHOULD BE...

- ★ **Clear**
- ★ **Concrete**
- ★ **Time bound**
- ★ **Realistic,**
- ★ **Challenging**
- ★ **Capable of evaluation.**



PLANNING

It means building a mental bridge from where you are now to where you want to be .

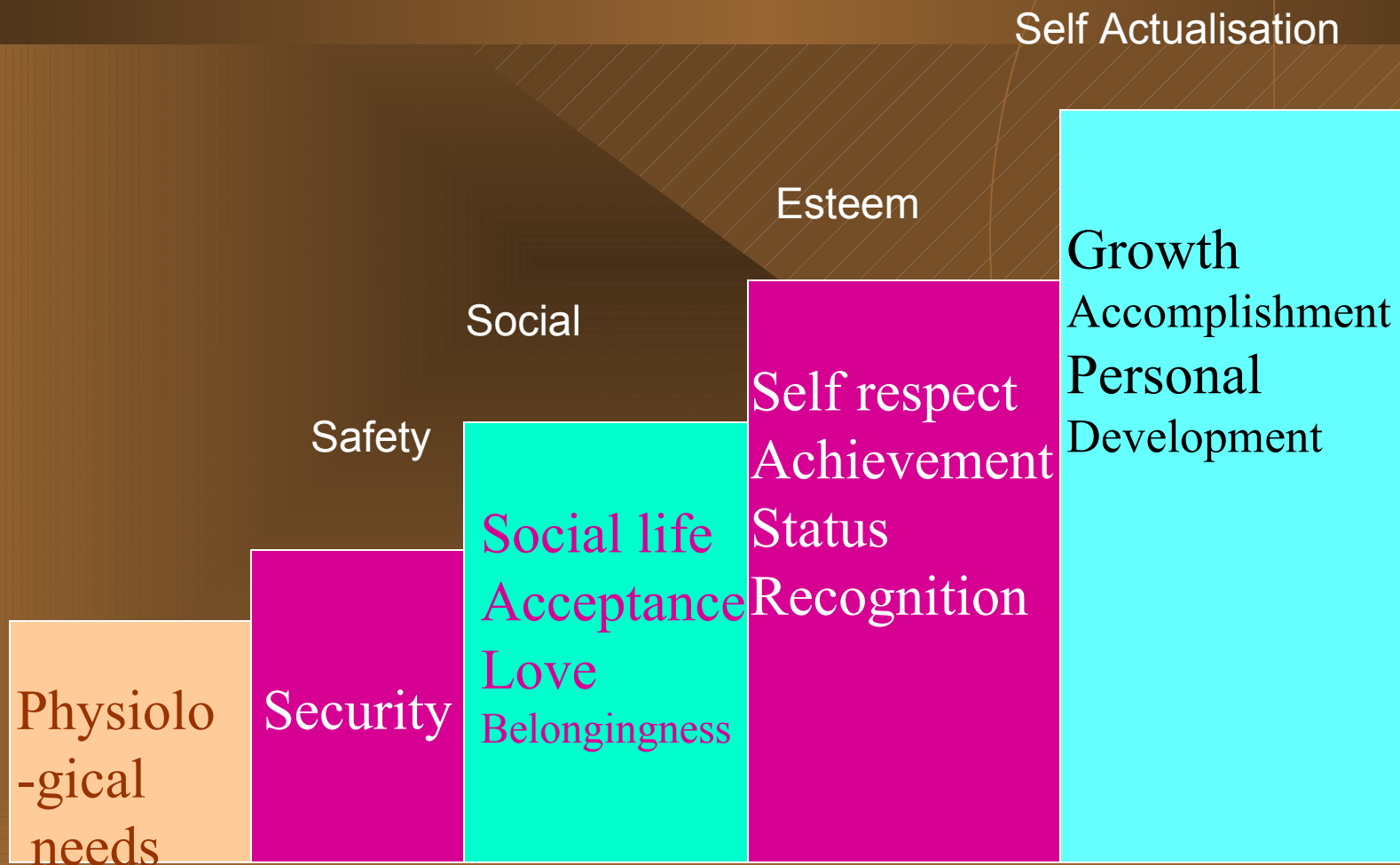
How would you like to make a plan?

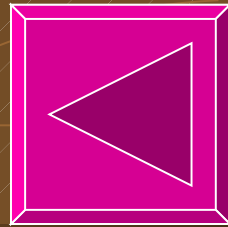
- ◆ Leader makes a plan and announce it,
- ◆ Leader sells own plan
- ◆ Leader presents ideas and invites questions
- ◆ Leader presents tentative plan subject to change,
- ◆ Leader presents problems , get suggestions and makes plan,
- ◆ Leader defines limits asks team to make a plan

MOTIVATING

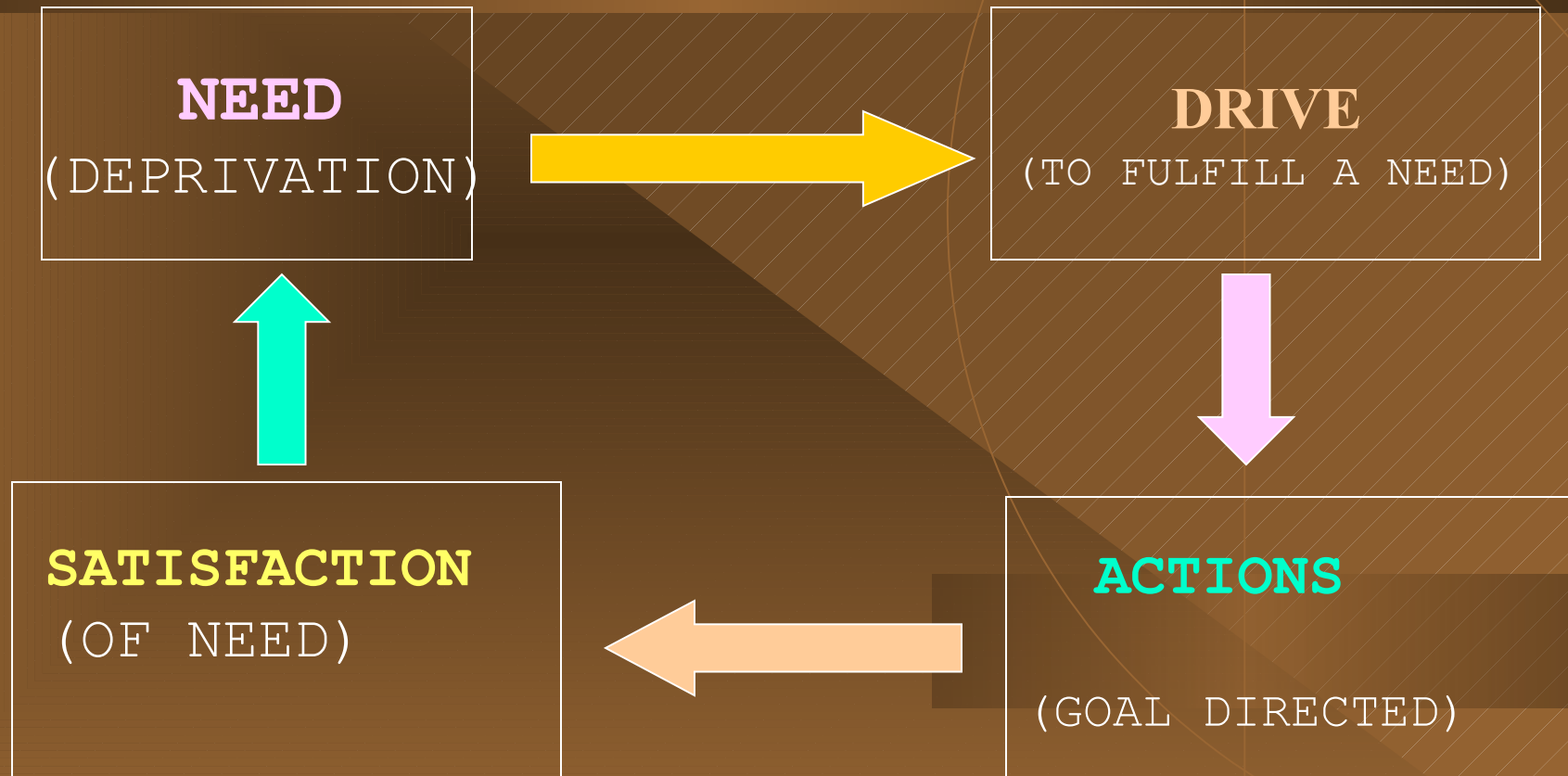
- ★ Motivation word comes from Latin verb “to move”
- ★ Leaders are doing it by “Rewards” and “Threats” approach,
- ★ We all motivate ourselves by responding to inner needs.
- ★ A leader must understand ‘needs’ of his men, to motivate them,
- ★ A.H. Maslow’s concept of hierarchy of needs is an useful tool to understand needs of an individual.

A.H.Maslow's hierarchy of needs...

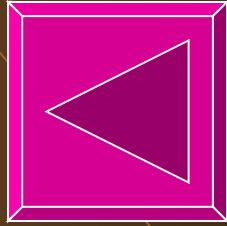




NEED THEORY OF MOTIVATION



THE NEEDS IDENTIFICATION



- ✿ The stronger needs are at the bottom and weaker but more “Human” needs are at the top.
- ✿ If one of our stronger needs is threatened , we jump down the hierarchy to defend it,
- ✿ A satisfied need ceases to motivate an individual,
- ✿ When one area of need is met , one becomes aware of another set of needs within him, which is the motivating factor for him,
- ✿ A major part of motivation comes from outside, here is the role of Leadership.

KEY PRINCIPLES OF MOTIVATING OTHERS.

- Be motivated yourself--be fully committed and enthusiastic.
- Choose those who have seeds of high motivation within them.
- Set realistic and challenging targets.
- Remember that progress motivates-- Give feedback how one is progressing.
- Provide rewards the way in which you can!
- Give recognition which costs you nothing but is oxygen of the human spirit.

ORGANISING

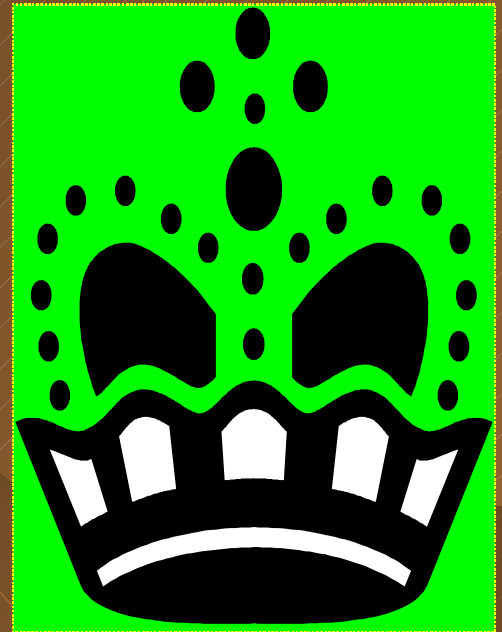
- ◆ This is the function of arranging or forming into a coherent whole.
- ◆ It encompasses the structuring or re-structuring so that people people work as a team with each performing its part .
- ◆ For a good organiser three aspects should be considered:-
 - * Systems
 - * Administration
 - * Time Management

LEADERSHIP BY EXAMPLE

- ☆ Example is a prime means to communicate a message through body language or non-verbal communication.
- ☆ It is always pleasure to see a good example
- ☆ Leading by example includes sharing fully in dangers and hardships.

How to develop ourselves as a leader

- ✿ Be prepared to take charge--willingness to take responsibility,
- ✿ Show your concern,
- ✿ Trust your sub-ordinates
- ✿ Share responsibility,
- ✿ Involve people
- ✿ Invite dissent,
- ✿ Follow *Chankya niti*, i.e. Sam , Dam, Dand, Bhed.
- ✿ Encourage risk,
- ✿ Try to simplify the task
- ✿ Take initiative
- ✿ Be an expert.



LEADERSHIP IS ALL ABOUT...

- ◆ To observe each person,listen and praise.
- ◆ Knowing and using names of each member of the team.
- ◆ Smiling and meaning it.
- ◆ Looking for best way to manage time .
- ◆ Ensuring that your work and behaviour standards set the best possible example.
- ◆ Knowing enough about the team to have an accurate picture of their aptitudes and attitudes at work.
- ◆ Looking for better ways to design jobs / work to make best possible use of peoples interest skills and aptitudes.
- ◆ Giving sufficient time and personal attention to matters of direct concern to individuals.

PEOPLE ORIENTED APPROACH

- ▶ TO KNOW EACH STAFF MEMBER INDIVIDUALLY,
- ▶ TO FIND OUT HIS INTERESTS , NEEDS AND MOTIVATING POINTS.
- ▶ TO PROVIDE ENOUGH OPPORTUNITY TO HIM TO SHOW HIS STRENGTH AND TO COVER UP HIS WEAKNESSES.
- ▶ TO GUIDE HIM IN HIS AREA OF WEAKNESS,
- ▶ TO PROVIDE IMMEDIATE RECOGNITION FOR ANY GOOD WORK DONE,
- ▶ TO KEEP HIS INTERESTS ALIVE,
- ▶ TO ENCOURAGE PEOPLE FOR INNOVATIVE IDEAS TO DO THE JOB IN A BETTER WAY,
- ▶ TO PROVIDE CONTINUOUS FEEDBACK AND INFORMATION.

A photograph of several lit candles in a dark setting. The candles are of varying heights and are arranged in a row. The flames are bright yellow and orange, casting a warm glow. The background is dark and out of focus, with some indistinct shapes that could be part of a decorative arrangement or a wall. The overall mood is serene and contemplative.

BE A LEADER---
ENLIGHTEN YOURSELF AND
THOSE AROUND YOU.

Thanks & Regards

Mitesh Vachharajani