



# **Emerging Leadership - Module 1**

# **Leading Self**

# The **Leader** in All of Us



# The Leader in All of Us



Leadership is primarily a mindset, not just a role. It's about taking initiative, inspiring others, and driving positive change, regardless of one's position or background.

# 5 Challenges that are stopping you from becoming a Leader



## Fixed Mindset vs Growth Mindset

"Do you want to be a leader?"



## Inability to take mental pressure and responsibility

"40% of new leaders fail within the first 18 months."



## Self-awareness

"Only 5% of individuals have natural ability for strategic future-oriented thinking."



## Inability to manage talent

"10% of people have the talent to manage others effectively."



## Not learning oriented

"Only 50% of potential leaders are actively engaged in learning."

# Exemplary Leaders



Mashrafe Bin Mortaza

# Exemplary Leaders



Barack Obama

# Exemplary Leaders



**Sheikh Akij Uddin**

The founder of Akij Group



**M.A. Hashem**

The founder of Partex Group



**ASM Mainuddin Monem**

The founder of Abdul Monem Group

# Why You Should be a **Leader**?





# Why You Should Be A Leader?

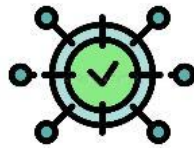
## Lesson Highlight



This lesson aims to explore the key reasons why embracing leadership can be personally fulfilling and beneficial for both you and those you lead.

# Why You Should Be A Leader?

## Section 1: Personal Growth and Development



### Self Discovery

As a leader, you'll face challenges that push you out of your comfort zone, helping you discover your strengths, weaknesses, and untapped potential.



### Continuous Learning

By taking on leadership roles, you expose yourself to new ideas, perspectives, and skills that contribute to your personal and professional growth.

# Why You Should Be A Leader?

## Section 2: Making a Difference



### Impact on Others

By being a leader, you can make a meaningful difference in the lives of those you lead, helping them grow, achieve their goals, and overcome challenges.



### Contributing to a Greater Cause

Leadership provides an opportunity to contribute to a greater cause, whether it's within your organization, community, or a global initiative.

# Why You Should Be A Leader?

## Section 3: Building Strong Relationships



### Effective Communication

By being a leader, you enhance your ability to communicate ideas, listen actively, and build strong connections with others.



### Team Building

By honing your leadership skills, you can create a positive team culture, foster collaboration, and build a high-performing team.

# Why You Should Be A Leader?

## Section 4: Developing Resilience



### Facing Challenges

Embracing leadership helps you develop resilience, enabling you to face adversity, learn from setbacks, and bounce back stronger.



### Decision Making Skills

By being a leader, you enhance your decision-making skills, learning to weigh options, consider consequences, and make informed choices.

# Traits of good Leadership



# Traits of good Leadership

- Self-motivated
- Humility
- Care for Others
- Self-awareness
- Emotional Intelligence
- Self-Discipline
- Passion
- Resilience
- Accountable
- Supportive
- Tech-savvy
- Integrity
- Ability to delegate
- Communication
- Self-awareness
- Gratitude
- Learning agility
- Influence
- Empathy
- Courage
- Respect
- Empathy
- Innovative
- Honesty
- Active Listening
- Self-Confidence
- Vision
- Delegation
- Decision-making
- Problem-Solving
- Fair Attitude
- Inquisitiveness
- Empower others



# The various Leadership styles





# What is Autocratic Style



**Military style rule**



**Strong chain of commands**

# Examples of Autocratic Style



**Situation 1**



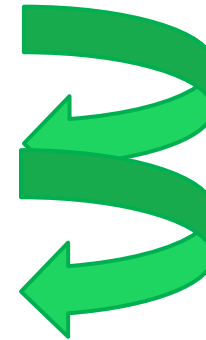
**Situation 2**

# When to use Autocratic Style

**Urgent situations**

**Large number of subordinates**

**Compliance is a necessity**



# Disadvantages of Autocratic Style

**Dependent on the leader**

**No one to aware the leader**

**Sometimes it's too fast**



# Comprehensive evaluation of Autocratic Style



**Depends of certain  
situations**



**Just like every decision in  
life**

# What is Democratic Style



**Pooling of ideas of every employee**



**Leader improvises**

# Disadvantages of Democratic Style

**Decisions can't be made quickly**

**Style doesn't work for high-pressure need for fast decisions**

**Leader may be forced to change to autocratic style in some cases**

**They must work at creating a balance between allowing others to take lead and keeping control of the overall process**

# Mentor's Recommendations

1

**When it's important that every team member contributes their own creativity and knowledge to the process**

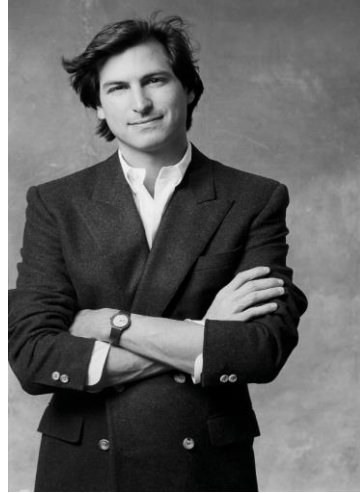
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**When ready to prioritize training and team development**

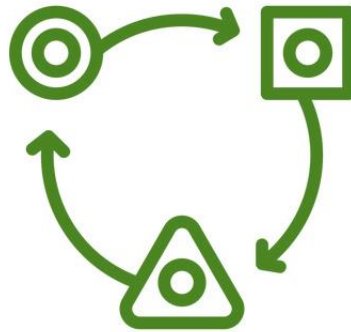
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**When creating a new team of people who have not worked together before and need to get in gear quickly**





# Apple's Story

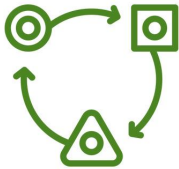


Situations Change Leadership Style

# What is **Bureaucratic Style**



**Mix of autocratic and democratic**



**Situation dependant**

# Advantages of Bureaucratic Style



**Helps promote consistent output**



**Work is mostly done the exact same way**



**Improve productivity in some environments**



**Useful when tasks are highly segregated and dependent on each other**



**Can cut costs**

# Disadvantages of Bureaucratic Style

**Employees become dependent on the leader**

**Balance between autocracy and democracy is difficult to maintain**

**Leadership swing can bring employees into trouble**

# When to use Bureaucratic Style

1

Luxury products with  
high image standards  
and minimal bracket of  
error

2

Guaranteeing sales by  
maintaining a good  
relationship with  
customers at the same  
time



## Sir Fazle Hasan Abed and his Charismatic Style

# When to Use Charismatic Style

1

Developmental  
organizations

2

Organization has a  
sharp mission and a  
sharp vision

3

Leader has a specific  
goal in mind



# Advantages of Charismatic Style



**Employees are motivated**



**Does not take any direction-less decisions**



**Employees have a voice**

# Disadvantages of Charismatic Style

**Requires a great deal of time from the leader**

**They must constantly be responsible for representing the vision of the organization and embodying it in all that they do**

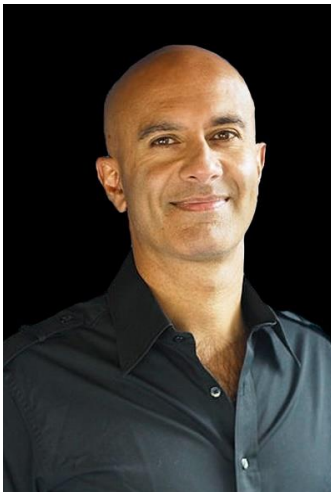
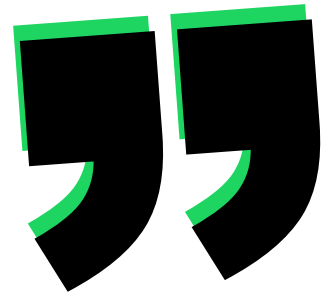
**Can be stressful for the leader, taking time away from other responsibilities**

**Leaves little room for making normal human errors, since so much relies on the personal relationships**

# Remember this!



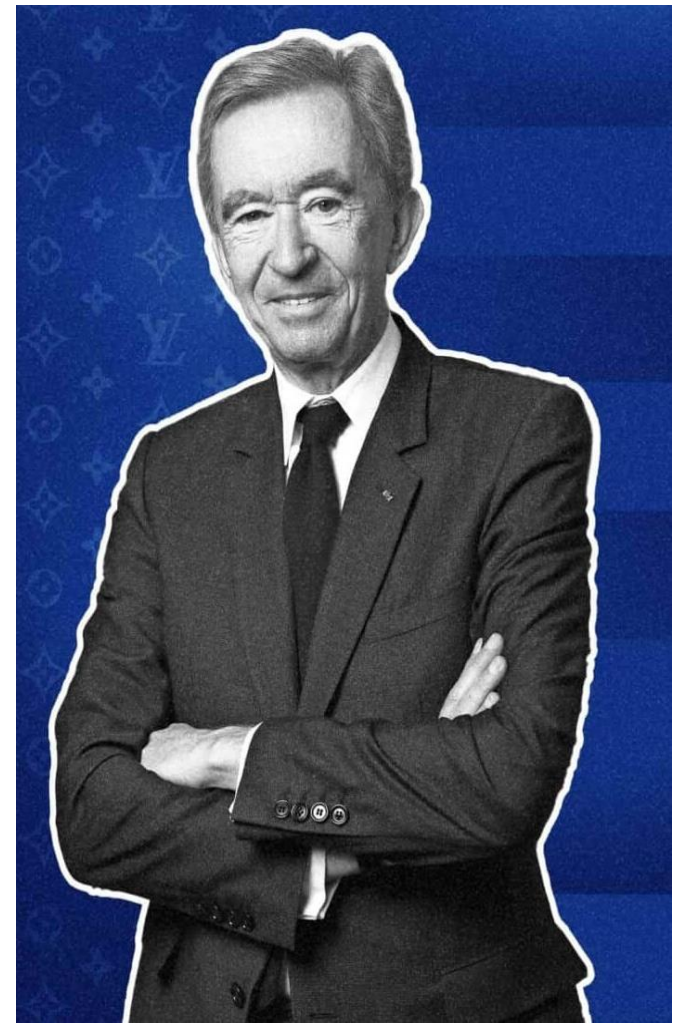
Lead by example, be inspirational-not just excellent, focus on deep relationships, deliver outrageous value, be ridiculously competent, leave a trail of leaders behind you.



**Robin Sharma**  
Canadian Writer

Best known for his The Monk Who Sold His Ferrari book series

# Situational Leaders



# Which leadership model to use?



# Which **leadership model** to use?

**1. There is an urgency**

**2. The team is knowledgeable than you in that particular subject matter that you are trying to solve**

**3. You want the team to believe in a mission, a theme, a vision.**

**4. You want to get the best out of your team and want all to perform**

**5. Your product and service need to ensure high intensity of compliance**

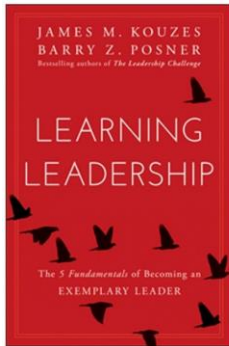
**6. You have high time constraint with the project in hand**

**7. You are driving towards performance, towards breaking the status quo**

# Creating Your Own Leadership Vision



# Vision Setting for Self & Others



## Forward looking

"Achievable Dream is called Vision."

## Mindset

"Future is bright."



# Vision Setting is a 4-Step Process



- What are my values?
- Identify the values, needs & aspirations of others/team
- Communicate your vision effectively
- Align your/company's vision with your team

# Verbal and Non-Verbal Cues of a Leader



# Verbal and Non-Verbal Cues of A Leader

## Lesson Highlight



Effective leadership is not just about what you say;  
it's also about how you present yourself non-verbally.

# Verbal and Non-Verbal Cues of A Leader

## Section 1: Confidence and Presence



### 1.1 Posture

Maintain an upright and open posture. Stand and sit tall, conveying confidence and authority. Avoid slouching, sitting or moving in a lazy way as it can be perceived as a lack of interest or self-assurance.

# Verbal and Non-Verbal Cues of A Leader

## Section 1: Confidence and Presence



### 1.2 Eye Contact

Establish and maintain eye contact when speaking or listening. This signals confidence, sincerity, and engagement. However, be mindful not to stare, as it can be intimidating.

# Verbal and Non-Verbal Cues of A Leader

## Section 1: Confidence and Presence



### 1.3 Gesture

Use purposeful gestures to emphasize key points. Avoid excessive or distracting movements, as they can detract from your message.

# Verbal and Non-Verbal Cues of A Leader

## Section 2: Communication Skills



### 2.1 Facial Expressions

Your face is a powerful tool for conveying emotions and intentions. Practice maintaining a calm and composed facial expression, especially in challenging situations.

# Verbal and Non-Verbal Cues of A Leader

## Section 3: Active Listening



### 3.1 Open Body Language

Demonstrate active listening through open body language. Face the speaker, lean slightly forward, and nod affirmatively to show you are engaged and receptive to their ideas.



# Verbal and Non-Verbal Cues of A Leader

## Section 3: Active Listening



### 3.2 Mirroring

- ✓ Subtly mirror the body language of those you interact with.
- ✓ Mirroring builds rapport and establishes a connection.
- ✓ Be cautious not to mimic excessively or in a way that appears insincere.

# Verbal and Non-Verbal Cues of A Leader

## Section 4: Confidence & Decision Making



### 4.1 Handshake

A firm and confident handshake sets the tone for a positive interaction. Ensure it is not too weak or too strong, striking a balance that exudes professionalism and strength.

# Verbal and Non-Verbal Cues of A Leader

## Section 4: Confidence & Decision Making



### 4.2 Personal Space

Be mindful of personal space. Invading someone's personal space can be perceived as aggressive, while standing too far away might signal detachment. Find a comfortable distance that respects boundaries.

# Verbal and Non-Verbal Cues of A Leader

## Section 5: Adaptability & Emotional Intelligence



### 5.1 Adaptability

Demonstrate adaptability through your body language. Be open to change, and convey flexibility through subtle adjustments in your posture and expressions.

# Verbal and Non-Verbal Cues of A Leader

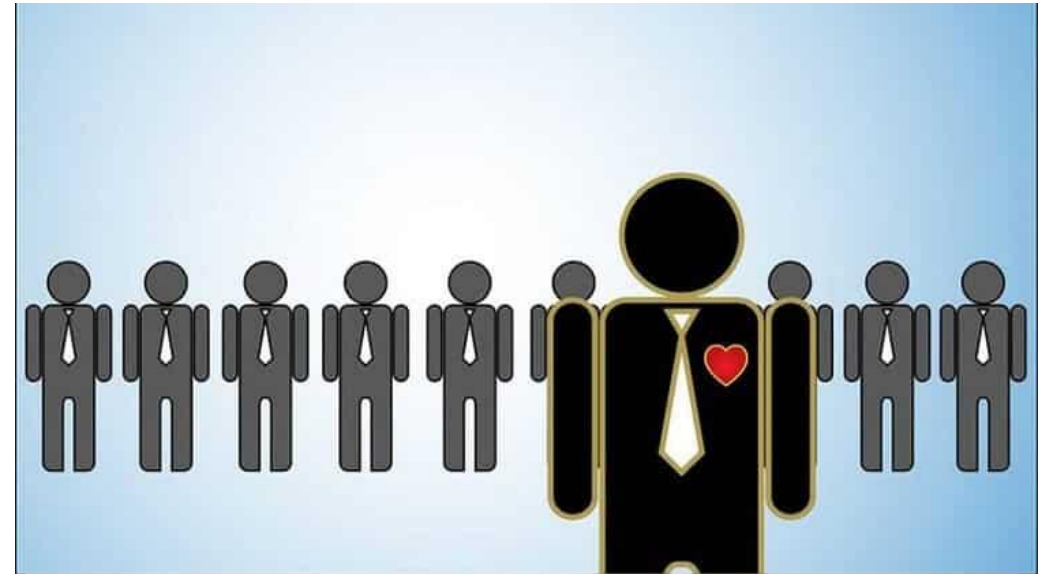
## Section 5: Adaptability & Emotional Intelligence



### 5.2 Emotional Intelligence

Showcase emotional intelligence by being attuned to the emotions of others. Respond appropriately with empathetic gestures and expressions when needed.

# Becoming a Charismatic Leader



# Becoming a Charismatic Leader

## Lesson Highlight



This lesson aims to explore the the fundamentals of charisma and how you can display charisma in any setting (workplace communication)

# Becoming a Charismatic Leader



## Charisma

Charisma is the compelling charm or attractiveness that inspires devotion in others.

It's a combination of

- Confidence,
- Authenticity, and
- The ability to connect with people

Charismatic leaders demonstrate the ability to **motivate, engage, and influence** their teams effectively.



# Becoming a Charismatic Leader

## Fundamental Elements of Charisma



### 1. Confidence

Confidence is the foundation of charisma. Stand tall, make eye contact, and speak with assurance. Confidence instills trust and captivates the attention of others.

# Becoming a Charismatic Leader

## Fundamental Elements of Charisma

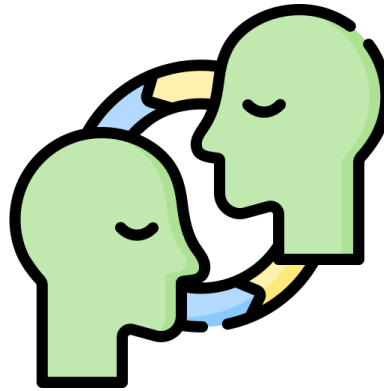


## 2. Authenticity

Authenticity is key to charisma. Be genuine, transparent, and true to yourself. Authentic leaders are relatable and inspire trust.

# Becoming a Charismatic Leader

## Fundamental Elements of Charisma



### 3. Empathy

Charismatic leaders are empathetic. Demonstrate genuine care for others, actively listen, and show understanding. Empathy creates strong connections.

# Becoming a Charismatic Leader

## Fundamental Elements of Charisma



### 4. Passion

Express passion for your work and goals. Enthusiasm is contagious and can inspire others to share in your vision. Passion fuels charisma.

# Becoming a Charismatic Leader

## Displaying Charisma in Workplace Communication



### 1. Verbal Communication

- ✓ Choose words carefully, speak with clarity, and use a confident tone.
- ✓ Inject energy into your voice to keep others engaged.
- ✓ Be concise and articulate to convey your message effectively.

# Becoming a Charismatic Leader

## Displaying Charisma in Workplace Communication



## 2. Non-Verbal Communication

Non-verbal cues can amplify the impact of your words.

- ✓ Pay attention to body language,
- ✓ Maintain open and confident posture,
- ✓ use expressive gestures, and
- ✓ make eye contact.

# Becoming a Charismatic Leader

## Displaying Charisma in Workplace Communication



### 3. Active Listening

Charismatic leaders are attentive listeners. Practice active listening by giving your full attention, nodding in agreement, and responding thoughtfully. This fosters a sense of connection.

# Understanding Performance and Motivation





# 3 Components for better Performance



**Goal clarity**



**Competency**



**Resources and  
support**

# Remember this!



**Motivation is the reason why someone  
does something.**



# ABCD Model of Motivation



- A** → Acquire
- B** → Bond
- C** → Challenge
- D** → Defend

# Extrinsic and Intrinsic motivators





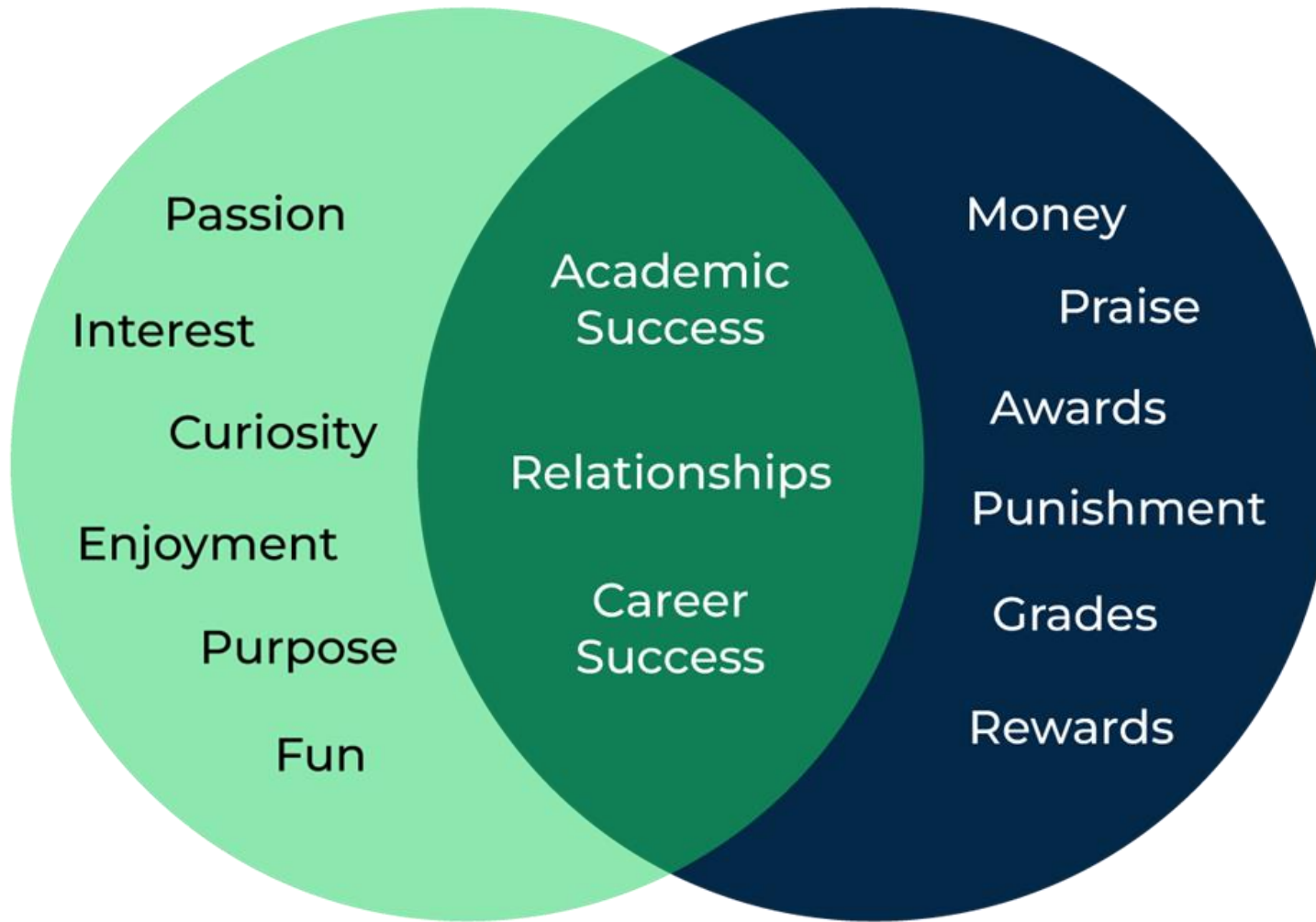
# Extrinsic Motivation





# Intrinsic Motivation

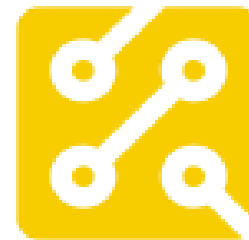
# Intrinsic vs. Extrinsic



## Motivation



# Developing self-awareness





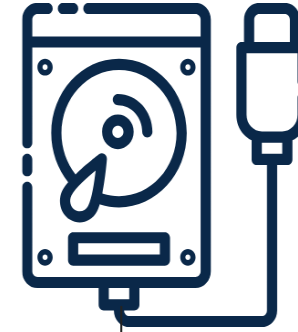
**Self-awareness is the conscious knowledge of one's own character, feelings, motives, and desires. It is the ability to reflect on oneself and recognize patterns in one's thoughts, behaviors, and emotions. Through self-awareness, individuals can understand their strengths, weaknesses, and how they are perceived by others.**

# Self Awareness



## Internal

This is the recognition and understanding of one's internal states, preferences, emotions, and thoughts.



## External

This pertains to understand how others perceive us in various contexts and situations, helping us to navigate social situations.

# How to increase **Self-Awareness**?

1

**Take Feedback**

2

**Do self SWOT analysis**

3

**Self reflect**

4

**Self talk**

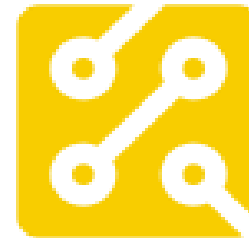
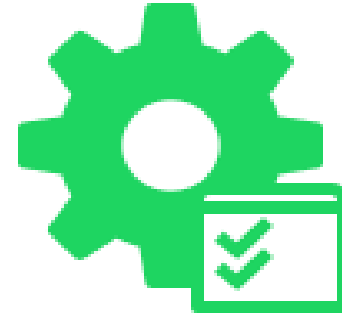
5

**Practice saying 'no'**

6

**Question your decision**

# Taking Effective Decisions



# Decision Making



An average adult makes **35,000 total decisions** each day, including what he will eat, what he will wear, what he will say, and how he'll say it.

**You are the decisions  
you make**



**3 pitfalls of decision  
making**



**How to overcome  
these 3 pitfalls?**

# 3 Pitfalls of Decision Making

A green circle with a white number 1 inside, positioned above the first pitfall box. To the left of the circle is a smaller, semi-transparent green circle.

1

**Less than 2  
alternatives**

A green circle with a white number 2 inside, positioned above the second pitfall box. To the left of the circle is a smaller, semi-transparent green circle.

2

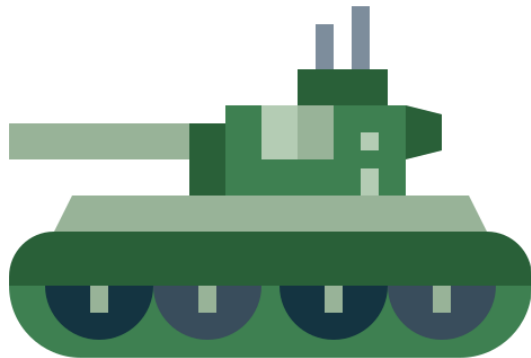
**Driven by  
emotion**

A green circle with a white number 3 inside, positioned above the third pitfall box. To the left of the circle is a smaller, semi-transparent green circle.

3

**Too confident  
about the  
decision**

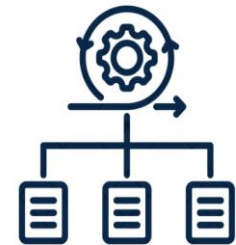
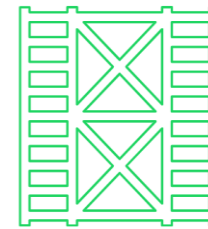
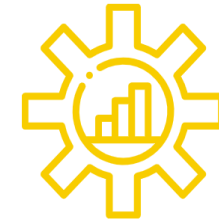
# How to Overcome these 3 Pitfalls?



- W** → Widen your options
- A** → Attain distance from the emotion
- R** → Reality testing



# Tracking your progress



# S



## Specific

Make your goals specific and narrow for more effective planning.

# M



## Measurable

Define what evidence will prove you're making progress and reevaluate when necessary.

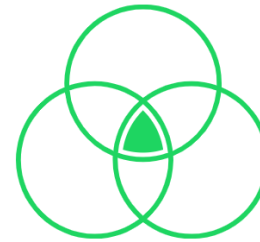
# A



## Achievable

Make sure you can reasonably accomplish your goal within a certain time frame

# R



## Realistic

Your goals should align with your values and long-term objectives

# T



## Time-bound

Set a realistic ambitious end-date for task prioritisation and motivation.

# Exemplary Leaders



**Naomi Osaka**

# Exemplary Leaders



Mark Zuckerberg

Thank you for completing  
**Module 1** of the **Emerging  
Leadership** course.



**See you in the next module!**