

## Course Overview

To handle daily life challenges, we need leadership skills to find opportunities in a difficult situation. Leadership provides new opportunities to others such as jobs and income opportunities. Leadership is about leading by example. To achieve daily life goals even to-do lists, we all have to depend on our leadership skills. Leaders have their own logic; they do not follow the crowd.

Everyone has leadership skills, but not all use those skills. Leadership is a belief that says, I can do it and I have to do it. Leadership secures unsecured paths. Leadership is the result of habits. Good habits build many skills. And the sense of responsibility in works and ethics make us more successful and inspire others to follow.

In this class, we are going to help improving your leadership knowledge, skills, and abilities so you can be an effective leader.

## Learning Objectives

**By the end of this course, you will be able to:**

- Recognize the six types of power, and apply the apt type in the apt situation.
- Differentiate between management and leadership practices.
- Explain the various leadership theories.
- Compare between the three main frameworks of leadership.
- Apply the apt leadership style in the apt situation according to situational leadership.
- Practice the steps needed to develop your leadership philosophy.
- Explain the factors that influence your team performance and goal achievement.
- Assess your leadership level, and develop a plan to get to the next level.

## My Learning Objectives

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### Course Sequence

#### Module One: What Is Leadership?

- Topic One: Types of Power
- Topic Two: Leadership Vs. Management
- Topic Three: Leadership Theories

#### Module Two: Building A Leader

- Topic One: Leadership Competencies
- Topic Two: Leadership Styles
- Topic Three: Philosophy of Leadership

#### Module Three: Leadership in Action

- Topic One: The Principles of Leadership
- Topic Two: Leaders Lead
- Topic Three: Leaders Influence Team Performance
- Topic Four: 5 Level of Leadership Levels

### Ground Rules

- **Participate fully:** What you get out of this class is fully dependent on what you put into it.
- **Help us stay on track:** We're going to cover a lot of ground—at quite a fast pace—and to make sure you get the full leadership training experience; we'll need everyone to stay focused.
- **Have fun:** The amount of learning that will take place is directly proportional to the amount of fun you have.

## Module One: What Is Leadership?

### TOPIC ONE: TYPES OF POWER

Power has been an important aspect of human civilization since time immemorial. Power might be physical, political or social. In the context of business as well, power dynamics tend to influence decisions and people transactions heavily. So, defining power can be difficult as it is understood and interpreted in several ways however power can definitely not be called a force which gets you what you want. Power basically emanates from position or authority which can influence people both positively and negatively.

#### The Six Types of Power

The 6 bases of power are split into two categories. Formal or Positional power, defined by a person's position within an organization (sometimes referred to as positional power), and personal power, which is defined by the person's followers.

Formal Power	Personal Power
<ul style="list-style-type: none"><li>• Coercive</li><li>• Reward</li><li>• Legitimate</li><li>• Informational</li></ul>	<ul style="list-style-type: none"><li>• Expert</li><li>• Referent</li></ul>

##### 1. Coercive Power

Here power comes from one's ability to punish someone else for noncompliance, for example, through fear of losing their job or their annual bonus.

You use coercive power when you threaten that people will be punished in order to gain compliance, such as threatening that they will be fired or demoted unless they hit their objectives.





## 2. Reward Power

here power comes from one's ability to issue rewards, for example, through a bonus or allowing time off in lieu.

You use reward power when you use rewards to achieve compliance with your wishes. Examples of rewards include bonuses, pay increases, days off in lieu, training opportunities, or even simply a public compliment or thank you.

## 3. Legitimate Power

Here power comes from a person's formal right to issue directives or commands because of their position in the organization, for example, the CEO has the right to dictate the strategy.

You use legitimate power when you use your position in the organization to achieve compliance with your wishes. With legitimate power, the subordinate complies with your wishes because they believe that you have a right to wield such power because of the position you hold.



## 4. Informational Power

Here power comes from controlling the information that others need in order to achieve something, for example, the boss who gives away a secret about a specific situation.

Having access to confidential financial reports, being aware of who's due to be laid off, and knowing where your team is going for its annual "away day" are all examples of informational power.

### 5. Expert Power

Here power comes from one's experience or knowledge, for example, a senior surgeon displays the expert knowledge for subordinates to trust them.

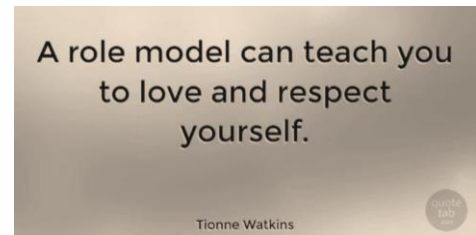
You use expert power when you use vast experience in a particular area and a past history of demonstrating solid judgment in that area to achieve compliance with your wishes. Subordinates clearly believe that your past experience will guide you to make the right decision.



### 6. Referent Power

Here power comes from being trusted or respected, for example, the boss who treats everyone fairly and with respect.

You use referent power when you use your status as a trusted and respected role model to achieve compliance with your wishes. Organizational leaders and managers who have referent power have frequently gained this power over time by modeling the behavior they expect to see in others over a long period of time.



**Learning Activity (1): Types of Power**

Think about the people who have power and influence over you.

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What sources of power do they use?

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Do they use their power appropriately?

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What you can do to reduce someone else's illegitimate use of power over you?

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Now, go through each power base and write down when and how you used it.

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Did you use the power appropriately, and what are the expected and unexpected consequences?

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What are you going to do differently next time?

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