



Cognizant

# First Time Manager- Manage Self

# What Does it Mean to be a Role Model?

“A role model is someone who serves as an example, whose behavior is emulated by other people and consistently leads by example.”

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# The “Short” List

Recruit and Hire the Right People	Complete performance reviews	Drive employee rewards & recognition
Advocate for their team members	Ensure their team meets deliverables and service level agreements	Ensure customer satisfaction
Implement and support quality delivery of products and deliverables	Train employees on job responsibilities, procedures and concepts	Manage the client relationship
Manage the budget	Partner with clients & team members to resolve problems and delays	Communicate with clients, stakeholders and team members
Answer questions	Drive change	Coach & mentor team members

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# Leadership vs. Management

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Leadership	Management
People	Process
Motivation	Regulation
Encourage	Demand
Human Resources	Material Resources
Throughput	Output
Practices	Techniques
Character	Position

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# Your Leadership Style

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# Charismatic Leadership



- Passionate
- Contagious energy
- Inspire & motivate
- Connects easily with people
- Show concern for others

# Advantages & Disadvantages of Charismatic Leadership

## Advantages

- Catalyst for Change
- Inspires Others
- Sense of Mission
- Learns from Mistakes
- Provides clear purpose

## Disadvantages

- Tunnel Vision
- At Times Unresponsive
- May Feel Above Rules or the Law
- May Compound Error



# Participative Leadership



- Facilitator, not authoritarian
- Encourages the sharing of ideas
- Creates sense of empowerment for employees

# Advantages & Disadvantages of Participative Leadership

## Advantages

- Tangible
- Intangible
- More input
- Acceptance of decisions

## Disadvantages

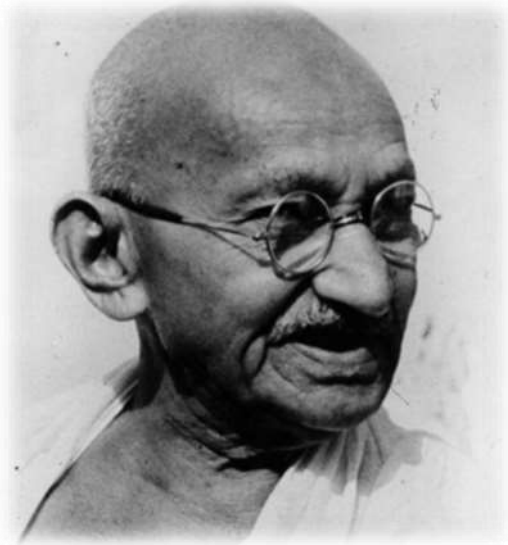
- Slow decision making
- Disagreements lead to resentment.
- Create issues of quality
- Security issues

# Transactional Leadership



- Supervision
- Organization
- Hierarchy
- Rewards & punishment

# Transformational Leadership



- Motivated others to inspire change
- Led by example
- Created a new vision for an entire nation
- A leader in making India an independent nation

## Quiet Leadership



Actions Speak  
Louder than Words

# Advantages & Disadvantages of Quiet Leadership

## Advantages

- Modest
- Persuasive
- Realistic
- Calm
- Collaborative
- Receptive

## Disadvantages

- Their work often goes unrecognized and unrewarded
- They may be overlooked or overridden by more extroverted and outgoing leaders.

# Servant Leadership



Others Come First

# Advantages & Disadvantages of Servant Leadership

## Advantages

- Build strong teams
- Big Picture
- Relationship and Rapport Focused
- Create Loyalty

## Disadvantages

- Time Heavy
- Dependent on Trust
- No Set Structure
- Not Great for High Turn Around or Rapid Change



# Situational Leadership

- Adaptive
- Analytical
- Flexible

