

Becoming an Effective Leader is a guide filled with strategies and practical information pertaining to successfully leading people.

Getting exceptional results from individuals or a team starts with exceptional leadership, and this inclusive guide outlines several ways in which you can exemplify great leadership to grow your abilities and results. In this booklet, upper level management and executives can learn about the;

- Importance of Having a Vision and Creating Value,
- How to Foster Trust Amongst a Team and Amongst Stakeholders,
- How to Effectively Communicate even During Difficult or Transitional Periods,
- How to Avoid Losing Credibility,
- And the All-Important Difference Between Management and Leadership

Within these pages lie tried-and-tested techniques, as well as theories and analysis from experts that further demonstrate the importance of and need for great leadership within an organisation. Whether you are new to management or are looking to improve the results within an existing team, this informative guide contains must-have material for anyone wishing to become and effective, exceptional leader.

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BECOMING AN EFFECTIVE LEADER

12 PROVEN STRATEGIES FOR GETTING EXCEPTIONAL RESULTS FROM PEOPLE



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Becoming an Effective Leader – 12 Proven Strategies for Getting Exceptional Results from People

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INTRODUCTION

NAME FIVE GREAT LEADERS.

Now, try naming five great managers. It's not as easily done, is it?

From the history books to today's boardrooms, leaders are easily identifiable. They are the individuals with a palpable presence, to whom everyone from colleagues to staff and investors gravitate. Leaders are charismatic, visionary, enthusiastic and organised, willing to pitch in and do the work that is necessary to drive a team towards success. Leaders are about other people, not themselves. So how exactly does one become a great leader?

This booklet outlines some of the key concepts endemic to great leadership, and reveals how leadership differs from management. You will also learn about the importance of communication, how to guide a team through conflict or trying periods, how to cultivate trust, and how to avoid being undermined and losing credibility as a leader. With the practical information contained in this booklet, it is easy to find solutions that apply to everyday

situations, as well as advice and theories that can be applied to leadership in the workplace as a whole.

Some may believe that leaders are born, not made, but that's not necessarily the case where business is concerned. By studying the difference between management and leadership, and garnering an understanding of what drives people to follow a leader, you can guide the members of your organisation towards success.

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STRATEGY 9

HOW LEADERS CAN PERFECT THE ART OF DECISION-MAKING

To become the most effective leader possible, it is important to determine how you are going to make decisions.

This means coming up with a leadership strategy so that when it comes to decision-making, you are able to select the right course of action. You can and will likely be presented with a number of difficult situations and conflicts, and how you choose to proceed will make the difference between the success or failure of the outcome. It is important to dissect your current strategy, and examine the success of past strategies, to determine the best method to move forward when it comes to decision-making and implementation in the future.

TIPS FOR CHOOSING THE RIGHT COURSE OF ACTION

At its most basic, decision-making is choosing between one or more potential courses of action.

This means evaluating all strategies for proceeding - even those that may not be apparent or thought of to this point -

and comparing them to determine which will yield the most successful results. To be an effective leader, effective decision-making is critical. You may not get it right every time, but there are some things to think about when choosing a course of action that can help:

- Set a definitive time scale for arriving at a decision to avoid procrastination
- List all potential courses of action, even those that are unpopular or unwanted
- Break down who is responsible for which part of the decision if required, and delegate
- Risk assess each potential outcome, and arrange in order of most to least risky
- Consider the pros and cons of each outcome, such as financial implications, affect on resources or staff, and time management
- Factor in company values – which of the above decisions is most in line with key values and company vision?
- Arrive at your decision

Intuition or gut instinct may steer you in one direction, but by utilising reasoning and analysis will help you break down the process (which can be especially beneficial when dealing with big or important decisions), and help you arrive at the correct course of action.

“For every failure, there’s an alternative course of action. You just have to find it. When you come to a roadblock, take a detour.”

Mary Kay Ash

End of Sample

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