

The Principles of Professional Leadership is designed for managers, supervisors and team leaders who want to get the best from their people through the application of effective leadership. This guide outlines '9 Powerful Traits' of authentic leaders and many usable insights into 'what makes leaders great' and 'why people follow.'

Workplaces are changing; in recent years we have seen the exponential growth of the skills based environment. This means it is more crucial than ever to develop leadership abilities to stay ahead of the curve. Those that fail to recognise the need for improvement soon become obsolete, whilst those who take a proactive approach to their career not only survive, but thrive.

Today's competitive environment demands more from leaders than ever before. Managers, Supervisors and Team leaders need a sophisticated set of skills to meet their daily challenges. You are expected answer these crucial questions;

- Do you understand how to effectively apply the principles of leadership and management in the workplace?
- Are you able to recognise the difference between the two and use the appropriate approach?
- Would people still follow you, even without your title?
- Can you deal effectively with people in a number of different situations?

This management guide is designed to help you effectively lead people in the face of increased demands and workplace pressures. Learn skills that make the difference between "just managing people" and truly 'leading a team.'

Benson & Company conduct 'in-house and public courses' and employee development programmes for public and private organisations throughout United Kingdom and internationally. Our programmes assist individuals formulate professional working strategies that channel their talent into tangible organisational outcomes. For a free taster session call: 0800 088 7569 or visit; benсонcompany.co.uk.



A Sabel & Stone Publication
LONDON & NEW YORK



£5.99 UK / \$9.99 US

Benson & Company

For more info on Benson & Company development programmes visit: benсонcompany.co.uk

ESSENTIAL MANAGEMENT GUIDES

THE PRINCIPLES OF PROFESSIONAL LEADERSHIP

9 POWERFUL TRAITS OF INFLUENCE & CREDIBILITY FOR MANAGERS & SUPERVISORS



Benson & Company

ESSENTIAL MANAGEMENT GUIDES

THE PRINCIPLES OF PROFESSIONAL LEADERSHIP

9 POWERFUL TRAITS OF
INFLUENCE & CREDIBILITY
FOR MANAGERS & SUPERVISORS

The Principles of Professional Leadership – 9 Powerful Traits of Influence & Credibility for Managers & Supervisors

© Benson & Company 2014

ISBN: 978-0-9563898-5-5

1. Business 2. Management / Leadership

The right of Benson & Company to be identified as the author of this work has been asserted in accordance with sections 77 and 78 of the Copyright Designs and Patents Act 1988.

A CIP catalogue record for this book is available from the British Library.

All Rights Reserved.

No Part of this work may be reproduced in any material from (including photocopying or storing in any medium by electronic means and whether or not transiently or incidentally to some other use of this publication) without the written permission of the copyright holder except in accordance with the provisions of the Copyright, Designs and Patents Act 1988. Applications for the Copyright holders' written permission to reproduce any part of this publication should be addressed to the publishers.

This book is published for general reference and is not intended to be a substitute for independent verification by readers where necessary and appropriate. The book is sold with the understanding that neither the author nor the publisher is engaged in rendering any legal, psychological, financial or accounting advice.

The publisher and author disclaim any personal liability directly or indirectly, for advice or information presented within. Although the publisher and author have prepared this manuscript with the utmost care and diligence and have made every effort to ensure the accuracy and completeness of the information contained within, we assume no responsibility for errors, inaccuracies, omissions or inconsistencies.

The Sabel & Stone® logo is a registered trademark of Sabel & Stone Publishing.

ATTN: QUALITY DISCOUNTS OF THIS BOOK ARE AVAILABLE TO YOUR GROUP, ORGANIZATION OR EDUCATIONAL INSTITUTION

For more information, please contact Benson & Company at; info@bensoncompany.co.uk



INTRODUCTION

This booklet has been designed to provide you with useful information that will make you more effective in the workplace. It will also give you a small glimpse of some of the advantages to continually developing your own abilities.

At Benson & Company we fully understand how crucial it is to ensure you are able to adapt in line with emerging factors. Technologies, systems, and procedures are evolving at a faster rate than ever, which in turn means your role can become obsolete quicker than ever.

Factoring in the current economic climate means we have a modern workplace that can be merciless to those who become complacent. Job security can only be achieved when you take a proactive approach to making yourself as effective as possible.

We have worked closely with leading global companies to develop strategies that ensure they not only survive, but also thrive. We know any company is only as strong as the individuals

it's comprised of. We equip managers and supervisors with all the necessary tools to not only perform their job, but also to innovate and excel.

The core principles behind our consultancy and training services have become an integral part of our client's continued success.

Isn't it about time they became part of yours!

CONTENTS

PRINCIPLE 1. ARE LEADERS BORN OR MADE?	7
PRINCIPLE 2. A DEFINITION OF 'LEADERSHIP' THAT BOILS YOUR JOB DOWN TO ONE SIMPLE SENTENCE	10
PRINCIPLE 3. 7 FACTS YOU MUST KNOW BEFORE YOU CAN REALLY LEAD	12
PRINCIPLE 4. HOW TO DISCOVER AND TAP INTO YOUR INNER STRENGTHS	15
PRINCIPLE 5. SIMPLE THINGS YOU CAN DO EVERY DAY TO BUILD A STRONGER TEAM	18
PRINCIPLE 6. MANAGER VS. LEADER, WHICH ARE YOU?	21
PRINCIPLE 7. 3 THINGS YOU CAN DO RIGHT NOW TO KEEP YOUR BEST PEOPLE AROUND	24
PRINCIPLE 8. WHAT EMPLOYEES REALLY WANT FROM THEIR LEADERS	27
PRINCIPLE 9. ATTITUDES OF LEADERS THAT CAN TURN INTO REAL TRAPS	30

PRINCIPLE 6

MANAGER VS. LEADER, WHICH ARE YOU?

The debate about the various differences between a manager and a leader has been in full swing for several decades. The two roles seem to be completely at odds with each other. Where a manager must act responsibly, control, direct, and focus on improving the present; the leader must act decisively, empower, develop, and articulate a vision of the future.

Two quotes that sum up the roles are:

“A leader looks at the forest, while the manager concentrates on the trees.”

“A leader does the right thing, a manager does things right.”

These are very clearly complete opposites, yet more and more people are finding the need to possess both sets of skills. The modern workplace is built around people’s knowledge, not just resources. Managing this workplace requires leadership skills, and vice versa.

This overlap is becoming an increasing problem for many, even when they have a good understanding of both roles, understanding when to apply what knowledge isn't always easy.

The first step is to recognise which role you are naturally closer too. Do you inspire people or direct them? Do you create new systems, or ensure the current ones are adhered too? Do you use conflict to your advantage, or avoid it at all costs?

The attributes of either role can be taught. So once you have recognised which role you naturally lean towards, you can bolster the opposite skill set with extra training.

A modern manager/leader must almost have two mindsets. They must be able to focus on the details, and manage people, budgets, and change effectively. But first they must use their leadership mindset to inspire the teams they are going to manage, to create the changes to be implemented, and to articulate a vision of the future to work towards.

In an ideal world a company would have separate leaders and managers. But this is not financially viable, and would probably create enormous friction between the two opposing roles. Instead, the manager of the future must incorporate the personal and creative aspects of leadership, and the leader of the future must incorporate the attention to detail and control of a manager.

“You can become an excellent manager without becoming a good leader, but you cannot be an excellent leader without becoming a good manager.”

Anonymous

End of Sample

For the full version please see
www.managementguides.co.uk