



MindTeam Solutions

*Proven Techniques You Can Use to Communicate,
Cope, and Lead in Uncertain Times*

LEADERSHIP

An effective leader:

L

Listens. A leader attends to the needs and wants of her people. She listens to what people say verbally and what they communicate behind their words. Listening reveals the pulse of the organization, which is important to the decision-making process affecting the organization's success.

E

Effectively communicates to people throughout all levels of the organization. The stage is set for mutual respect, recognized authority and earned leadership when visions, goals, information, ideas, and issues are positively communicated.

A

Is action-oriented. She is not afraid to get her hands dirty, yet knows when to avoid micromanaging the day-to-day operations of the organization. She sets goals, lays the groundwork to achieve them, and moves people to action to accomplish the goals.

D

Is a decision-maker. He takes responsibility for situations within his control. He makes decisions rather than postpones them. He solicits input from his team and uses what he learns to help make his decisions.

E

Is easy to approach. Her door is open and she maintains the confidences of those who approach her. She does not use information against others.

R

Relies on and influences other people. He motivates his people to achieve the organization's goals as well as his own. He supports a work-life balance so that people perform at their optimal levels. He delegates to and empowers his people to make decisions and take action while he remains responsible for overall team performance.



MindTeam Solutions, Inc.

Great things happen when groups get together!

www.MindTeamSolutions.com

Tips from "Stuff for Busy People" pocket reference book series
