



21st Century Career

AEC

Awareness · Exploration · Connections

Haskin--

Career Skills Area: Leadership and Teamwork

Assignment Name: Leadership Characteristics

Read the following regarding leaders and their characteristics. Complete the Applications at the end.

LEADERSHIP

The world can always use more leaders. You may already be a leader in your school, church, CTSO chapter or other community organization. Being a leader means more than winning an election or receiving a title. A leader places the needs of the group above his/her personal gains, directing others toward a common goal. In an effective group any member can be the leader when he or she influences others in order to help the group reach its goal, regardless of whether an official title or office is held.

The way you lead is important. A good leader shows respect for others by listening to what they have to say even when you disagree.

There are different styles of leadership:

- ~ Autocratic- the leader has complete authority and control
- ~ Democratic-the entire group shares in decision making
- ~ Laissez-faire- the leader exerts little influence or control

No one approach is right for all leaders and the most effective techniques use aspects of all three styles. You must determine which leadership style is right for you and for your group, and be prepared to change for different situations.

Leadership involves a set of skills that you can learn. Effective leaders are not born; they are made. By examining your own views on leadership, how you respond to the guidance of others, how people interact in groups, and how successful leaders work with people, you can be a more effective leader and your group can be more successful and productive.

Recognizing that leadership is a group function to which all members can contribute will help your group develop a sense of teamwork. Sharing leadership, recognition, satisfaction, and the feeling of power that accompanies teamwork ensures that all the resources of the group will be used productively.

Leadership Is Service

Leading is not something only for the elected or appointed leader. Leadership happens when anyone in the group does or says something that moves the whole group further toward any of these three goals:

1. Accomplishing a task
2. Resolving internal group problems

3. Having all members working together effectively as a group

Characteristics of a Good Leader

- Involve all members in planning and organizing projects and activities, and in developing overall goals for the group. People tend to support what they help to **create**.
- View leadership as a service to members of the group, helping develop an atmosphere of trust that helps the group accomplish each task or reach a particular goal.
- Help the group deal with internal conflicts that can disrupt meetings, delay projects or interfere with other activities.
- Encourage the group to accept conflict as a group problem and work through the conflict so the group can return to its task.

In short, a good leader may serve as a:

- Facilitator
- Consultant
- Teacher
- Observer
- Participant

Because you believe in the responsibility and ability of the group members to reach decisions, maintain and develop the group, and help each other learn to be more effective participants, you as the leader should actively encourage the involvement of all members. This will help you develop the group as a unit, not just as a collection of individuals.

Student Application:

Give a real world example of each of the 3 styles of leadership:

Autocratic:

Democratic:

Laissez-faire:

Which type of leader do you believe is most effective and why?

Explain how you have been put in a service leadership role either on the job or in the classroom.

Which characteristic of a good leader do you best exemplify and why?

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Career Skills—Leadership

Feedback: 100/100

All I can say is WOW!! I didn't know how well you had absorbed the information Jose. You are a great student and a quiet leader. You will do great in all that you seek.

Give a real world example of each of the 3 styles of leadership:

- **Autocratic:** make all the decisions themselves. They do not consult their team, or let them make decisions. Once the decision has been made, they impose it and expect obedience. A good example of this would be an officer in the military. Decisions are made, orders are issued and followed. I see this as a positive in this environment. I think it would also be effective in big factories.
- **Democratic:** take an active role in the decision-making process but they involve others. They carry the responsibility for seeing that the decisions made achieve the desired outcomes. I believe this is used best when you have a very talented or motivated staff. The opinions of all workers can be trusted and accepted into the decision making process. A good example of this would be our high school.
- **Laissez-faire:** have very little involvement in decision-making, mostly leaving everything up to their team. As long as the team members are capable and motivated this can work, but can create problems if not. The only place I can see this being effective is an environment with very intelligent and creative minds...maybe Google.

Which type of leader do you believe is most effective and why?

In experiments, it was discovered that the most effective style of leadership was democratic. Overly autocratic styles lead to revolution, laissez-faire people did not work together and did not work as hard as they did when being actively led.

Explain how you have been put in a service leadership role either on the job or in the classroom.

You have used me as a group leader numerous times Mr. Haskin.

Which characteristic of a good leader do you best exemplify and why?

Fairness and an ability to delegate. I think good leaders listen to all of their members and see their strengths and consider others first. I guess I'm a democratic leader.