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Gearred2Lead

**Women in Supervision - Leadership
with ASHREF ISMAIL**

Week 5

WEEK 3 - Sat, 18 July 2020



Module	Session A (Theory: Self-Study)	Session B (Theory: Via Zoom)	Task (Practical Application)
1	Module 7:	Maxwell's Developing the Leader Within You	T 11: Leadership Qualities
2	Module 8:	Master of Communications	T 12: Look for a job to apply for

Definition of Leadership



- The ability to influence and influence can be learnt.
- You cannot be a leader if you do not have followers.

Level	Type of Leadership	People follow you because	Characteristics
1	Position	They have to	Basic level, by appointment, lead by intimidation
2	Permission	They want to	People will follow you beyond your stated authority/technical expertise
3	Production	Of what you have done	Success is sensed by most people; they like you and what you are doing, problems are fixed with minimum effort
4	Reproduction	Of what you have done for them	Your commitment to developing leaders will ensure on-going growth to the people and to the organization
5	Respect	Of who you are and what you represent	Reserved for leaders who have spent years growing people and organizations. Larger than life characters

Level 1: Position



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- Know your job description thoroughly
- Be aware of the history of the organization
- Be a team player – understand the culture of the organization
- Accept responsibility
- Do your job with consistent excellence
- Do more than expected – go the extra mile
- Offer creative ideas for change and improvement
- Be self disciplined and professional
- Demonstrate loyalty

1

2

3

Get your PRIORITIES right



- Do you have a diary, journal, weekly, monthly and annual schedule?
- Too many priorities can paralyze you.
- Prioritize your workload as follows:

High Importance/High Urgency	Prioritize and do these tasks immediately
High Importance/Low Urgency	Set deadlines and work into your routine
Low Importance/High Urgency	Find quick, efficient ways of getting done without much personal involvement, delegate
Low Importance/Low Urgency	Repetitive/mundane tasks: delegate, set one weekly time to do it

The Pareto Principle: 80/20



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- If 20% of the people will produce 80% of your results then you should be focussing 80% of your resources on this 20%.
- Likewise if 20% of the people are giving you 80% of your headaches, maybe you need to spend 80% of your time dealing with those troublesome 20%.
- In other words: aim to spend 20% resources where you will get the best returns on those investment, meaning 80%
- Learn to say “No” to the good to say “Yes” to the best



Integrity



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- The most important ingredient of Leadership.
- When I have integrity, my words and my deeds match up.
- Integrity build trust and has high influence value.
- Integrity results in a solid reputation, not just image.
- Integrity helps a leader be credible, not just clever.
- Integrity is a hard-worn achievement and can be destroyed in moments.
- *“When wealth is lost, nothing is lost; when health is lost, something is lost; when character is lost, everything is lost!” Billy Graham*
- *“Though you cannot go back and make a brand new start, my friend. Anyone can start and make a brand new end.”*

Creating Positive Change



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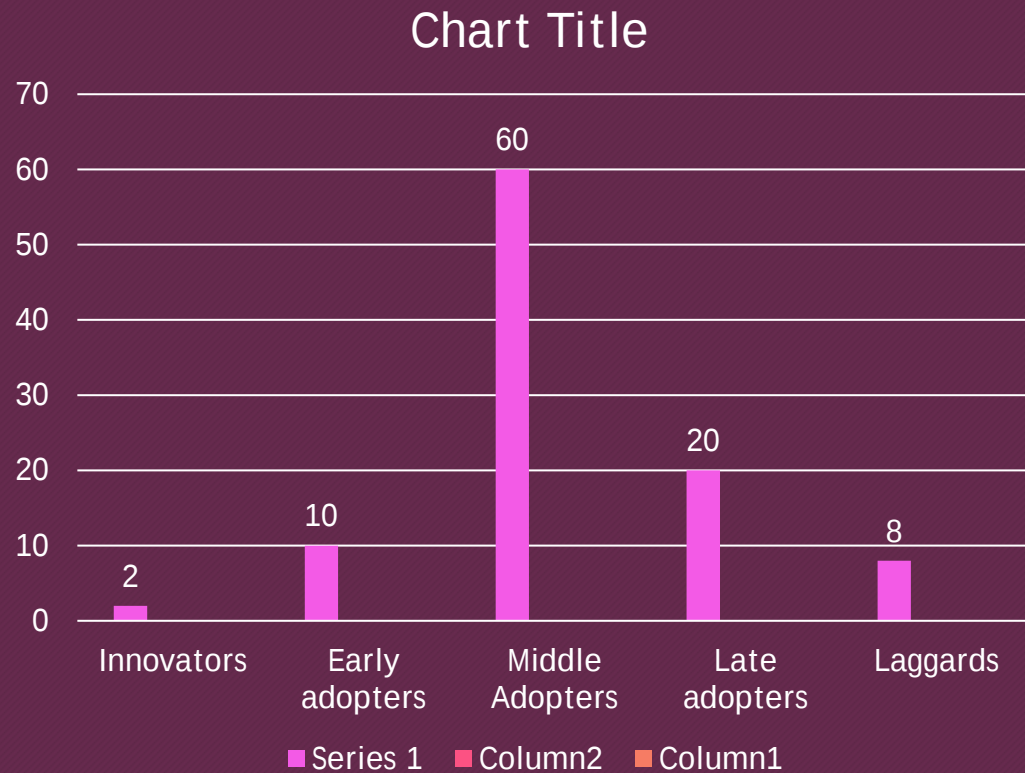
• Why people resist change?

- The change is not self-initiated
- Routine is disrupted
- Change creates fear of the unknown
- The purpose of the change is unclear
- Change creates fear of failure
- Rewards for change don't match the effort change requires
- People are too satisfied with the status quo (comfort zone)
- Change won't happen when people engage in negative thinking
- The followers lack respect for the leader
- The leader is unable to accept criticism – it may mean a personal loss
- Change requires additional commitment

Evolutionary Process of Change



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- **Innovators:** originators of new ideas
- **Early adopters:** know a good idea when they see one
- **Middle adopters:** are the majority
- **Late adopters:** last to endorse an idea
- **Laggards:** resistant to change

A Leader in Trouble



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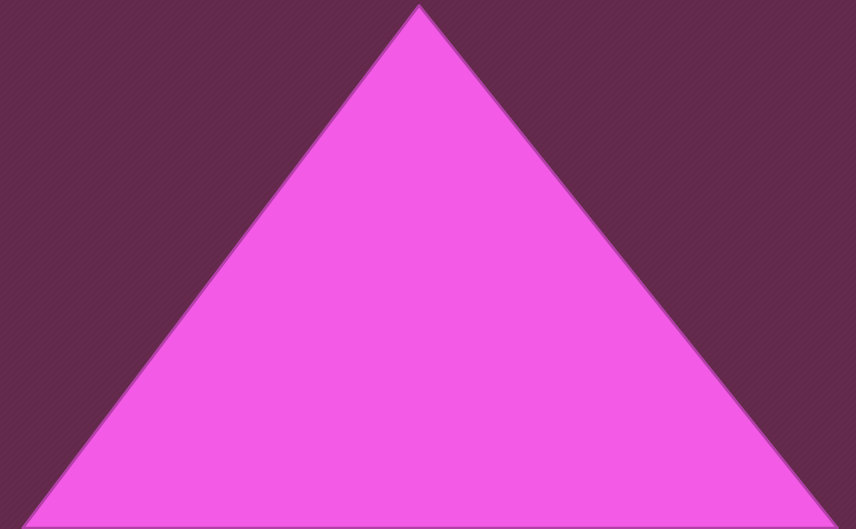
- Has a poor understanding of a leader in trouble
- Lacks imagination
- Has personal problems
- Passes the buck
- Feels secure and satisfied
- Is not organized
- Stays inflexible
- Has no team spirit
- Fights change
- Flies into rages
- Will not take a risk
- Is insecure and defensive
- Becomes personal

Problem Solving



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- Define the problem
- Ask questions to clarify the problem
- Identify the root cause of the problem
- Define the goals
- List and evaluate options or solutions
- Implement the desired solution
- Evaluate the implementation



Attitude



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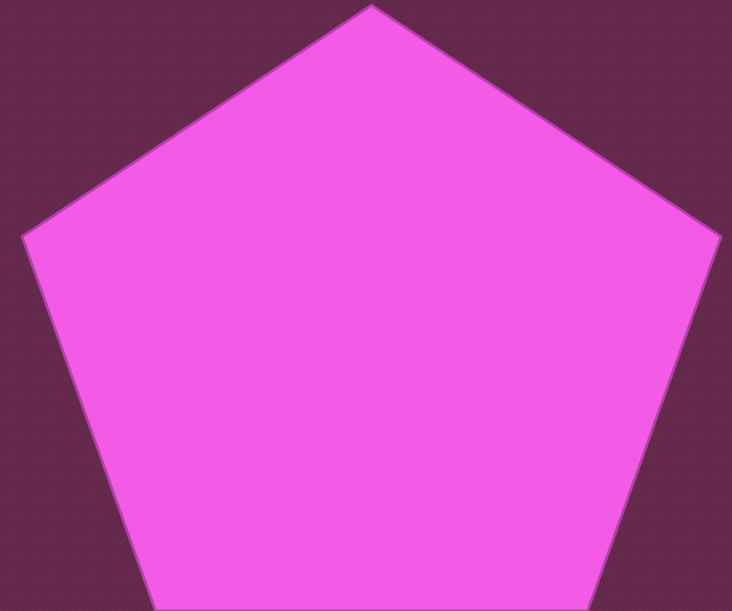
- “What lies behind us and what lies before us are tiny matters compared to what lies within us.”
Walt Emerson
- At a recent Leadership Conference delegates were asked reason why employees were commonly fired:
 - Incompetence: 30%
 - Inability to get along with other: 17%
 - Dishonesty or lying: 12%
 - Negative attitude: 10%
 - Lack of motivation: 7%
 - Failure or refusal to answer questions: 7%
 - All other reasons: 8%

How to improve attitude



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- Identify the problem feelings, thinking or behaviour.
- Identify and write down elements right thinking
- Determine a way to measure progress
- Identify someone to whom you are accountable
- Beware of and remove any self-defeating behaviour
- Start taking in a daily diet of positive, self-help materials
- Associate with right-thinking people who energize you.
- Understand that: “10% is what happens to me, 90% is how I respond to it.”

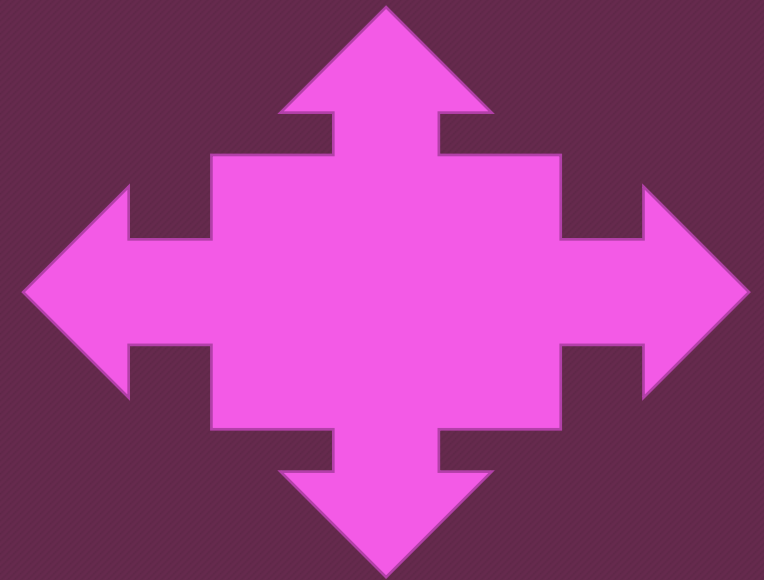


Principles for People Development



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- Your success in developing others will depend on how well you accomplish each of the following:
- Value of people. (Your attitude)
- Commitment to people: (Your time)
- Integrity with People: (Your character)
- Standard for people: (Your vision)
- Influence over people: (Your leadership qualities)



Leadership Vision



- Where in the RealWorld commitment Quadrant are you and why?
- All great leaders possess two things: one, they know where they're going and two, they are able to persuade others to follow.
- "God's gift to me is my potential. What I do with that potential is my gift to Him."
- Think big, act big and take ownership. Dream it and you can achieve it.

Vision Destroyers!



Destroyer	Explanation
Limited Leaders	Lacks the vision or the ability to pass it on
Concrete Thinkers	Cast in stone, unwilling to think creatively, divergently or laterally
Dogmatic Talkers	People who are cock-sure, fail to grasp the reality and are ultimately proved wrong
Continual Losers	Constantly dwells in past, failure to pick yourself up and learn from the mistakes
Satisfied Sitters	Content, passive, secure in their comfort zones, not willing to venture outside
Traditional Lovers	Stuck in traditional customs. Will not change because its how we always did it.
Failure Forecaster	We've tried it hundred times, will never work. Unable or unwilling to try.

Dealing with Destroyers



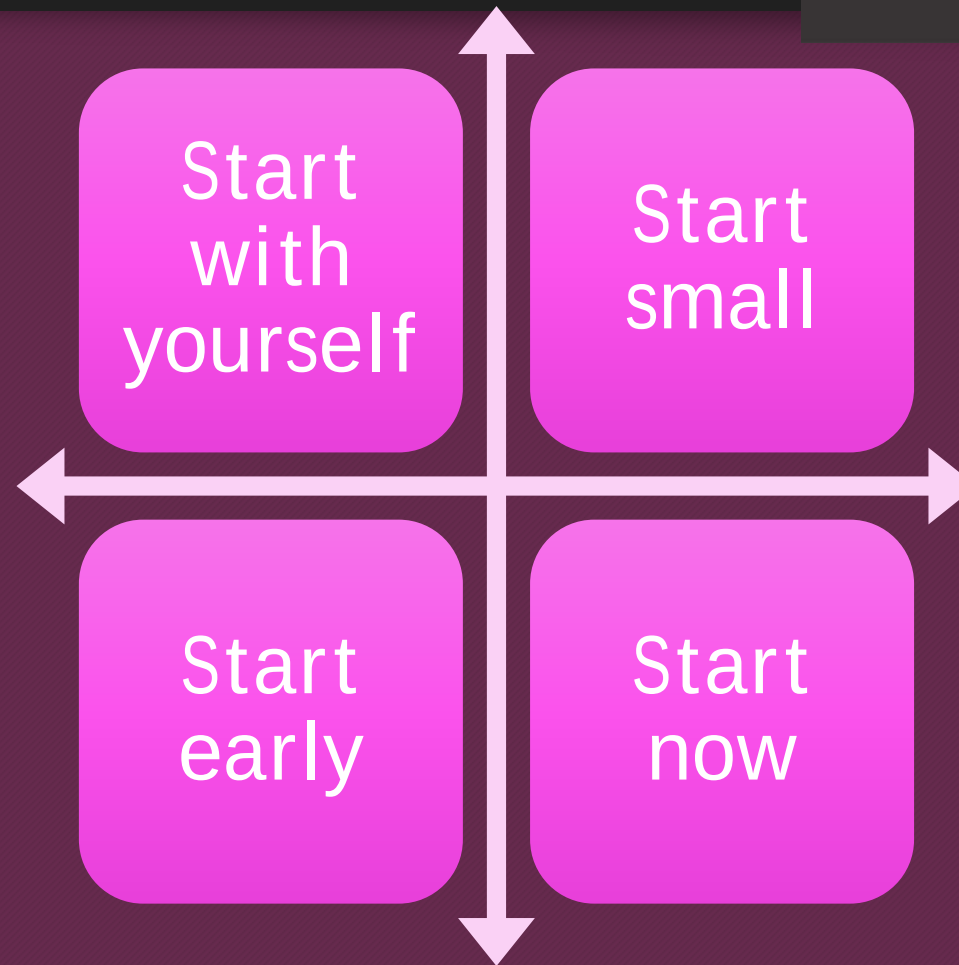
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- People buy into the leader before they buy into the vision.
- Do they trust you? Have you delivered before? Are you transparent? Are you patient? Is it about YOU or is it about the TEAM? Are you a bridge builder and are you looking for a win-win situation?
- Paint a picture of the desired ideal and show them their place in the picture.
- Put the things they love in that picture and open their eyes to possibilities!

Self Discipline



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Task 11: Leadership Qualities



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1. SCORE YOURSELF OUT OF 5 AGAINST THE FOLLOWING VALUABLE LEADERSHIP QUALITIES (No 3's allowed)
2. Then, ask someone very close to you, to score you and fill in the score alongside yours. Is there a difference? Why?

QUALITY	YOUR SCORE	SOMEONE ELSE	QUALITY	YOUR SCORE	SOMEONE ELSE
Positive Attitude			High Energy Level		
Personal Warmth			Integrity		
Responsible			Good Self Image		
Mental Ability			Leadership Potential		
Followership Ability			Absence of Personal Problems		
People Skills			Sense of Humour		
Resilience			Track Record		
Great Desire			Self-Discipline		
Creative			Flexibility		
Sees the "Big Picture"			Intuitive		

Master of Communications



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- Reading
- Writing
- Spoken
- Presentation

A pink scroll graphic with a white border and a white shadow, containing the word "Success!".

Success!

Task 12: Video Clip

- Prepare a maximum two-minute video clip on yourself.
- Be as creative as possible
- Mark allocation: 100
- Deadline: Mon 27 July 2020 and post on the Leadership Group
- Compulsory task – non negotiable!!



Remember...



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- ***“Before you conquer the world, first conquer yourself!”***

Thank you



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- **Stay safe, stay strong and stay focused!**