

The manager and his leading skills Lecture 3

MGM111
Principle of Management

Prepared by
Dr. Bothaina Mahmoud
Fouad

- ☐ Who is the manager and his needed skills
- ☐ Difference between Manager and Leader
- ☐ Explain the Managers and their types
- ☐ Summarize the essential Management Roles
- ☐ Describe the essential skills for managers
- ☐ Understand organization and its performance
- ☐ The managers challenges



**Learning Outcomes of
the Lecture**

**“Management is doing things right,
leadership is doing the right things”**

(Warren Bennis and Peter Drucker)

Leadership is the ability
to develop a vision that
motivates others to
move with a passion
toward a common goal

Definition of Leadership

What is Leadership

*Leadership is the process of
influencing people and providing an
environment for them to achieve team
or organizational objectives.*

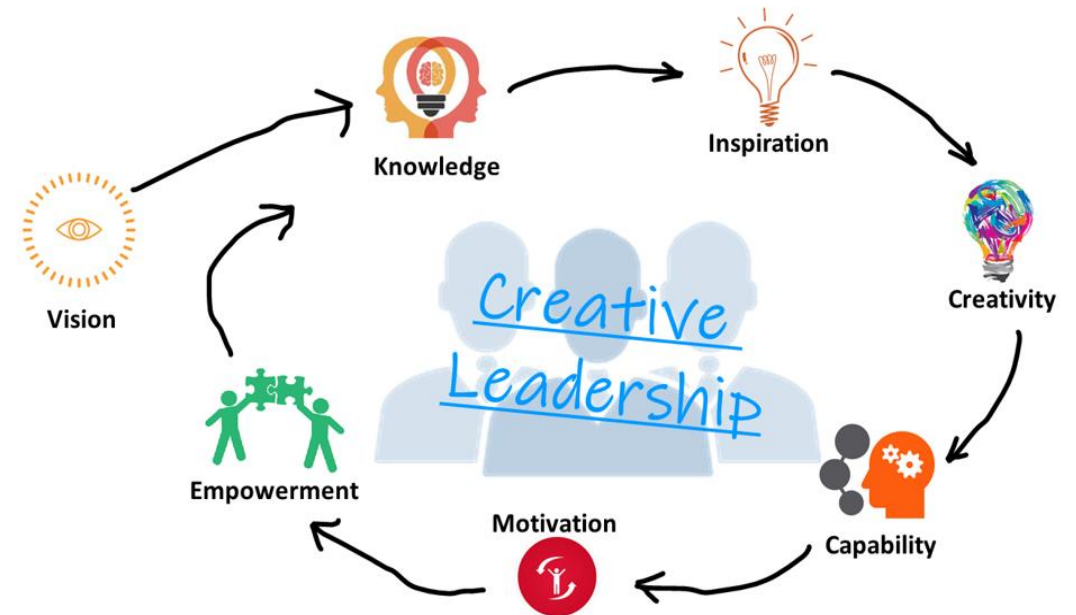
Leadership Definition



Creative leadership is

The combination of creativity (the ability to generates ideas) with leadership (the ability to execute them through actions of others).

the ability to create and realize innovative solutions especially in the face of structurally complex or changing situations. It refers to those people who, when all is shifting and new approaches are yet unknown, can still create clarity of purpose for their teams.



WHO IS A LEADER.....?

- ☐ One that leads or guides.
- ☐ One who is in charge or in command of others.
- ☐ One who heads a political party or organization.
- ☐ One who has influence or power, especially of a political nature.

A leader is a person who helps an individual or a group of individuals in achieving their goals.

A leader does not always have to be the president, or the elected leader. It may be an active leader of the group, or someone who reaches out to help another person.

A follower is an individual who follows the ideas, goals, or tasks of a leader. Followers are developed by working together to identify goals and strategies for achieving the goals.

REMEMBER...

If there are no followers, there are no leaders. If roles are not understood, the group will not operate effectively!!

Leaders can be found in every day life. They range from people in charge of businesses and schools, to the people that are running our government.

Leaders inspire - Motivate - others
to take on challenges and to
achieve goals that they don't
believe they're capable of or
motivated to achieve.

IMPORTANCE OF LEADERSHIP

- ❖ **Initiates action**
- ❖ **Motivation**
- ❖ **Providing guidance**
- ❖ **Creating confidence**
- ❖ **Co-ordination**
- ❖ **Effective planning**
- ❖ **Inspiration & motivation**

Management Vs. Leadership



Management



is the ability to organize resources and coordinate the execution of tasks necessary to reach a goal in a timely and cost effective manner



Leadership



is the process of influencing people and providing an environment for them to achieve team or organizational objectives

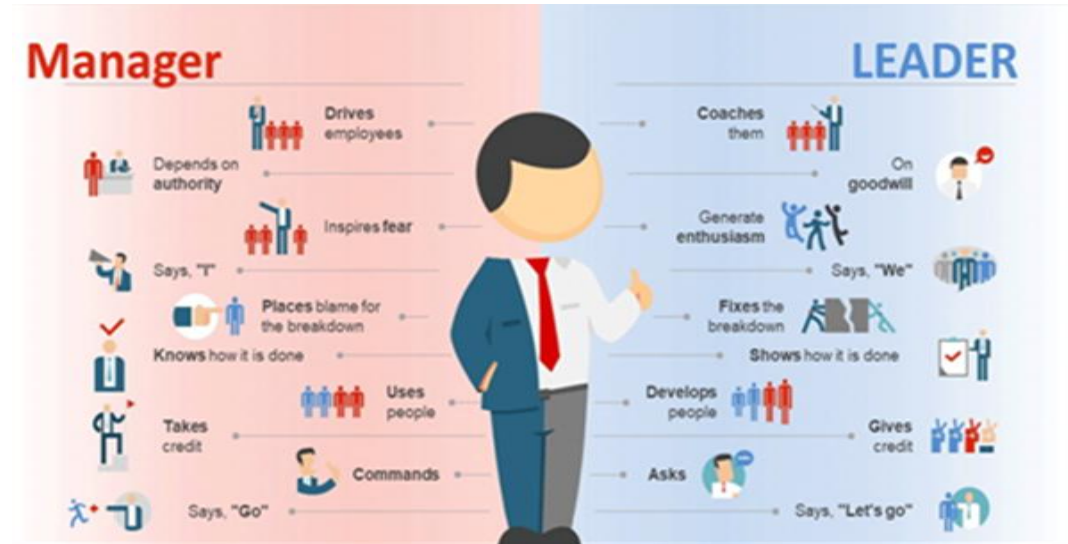
Manager is

a person controlling or administering a business or a part of a business.

A person regarded in terms of skill in household or financial or other management.

Leader is

a person who is followed by others.



Manager vs Leader



Leaders Vs. Managers attributes

Manager	leader
Administrator	innovator
represents control and authority	ensures trust and results
asks questions in how and when	asks questions about what and why
create strategies	give solutions
look for subordinates	make followers
Do things right	Do the right thing

Leadership & Management Skills

Leadership - soft skills

Communications
Motivation
Stress Management
Team Building
Change Management

Management - hard skills

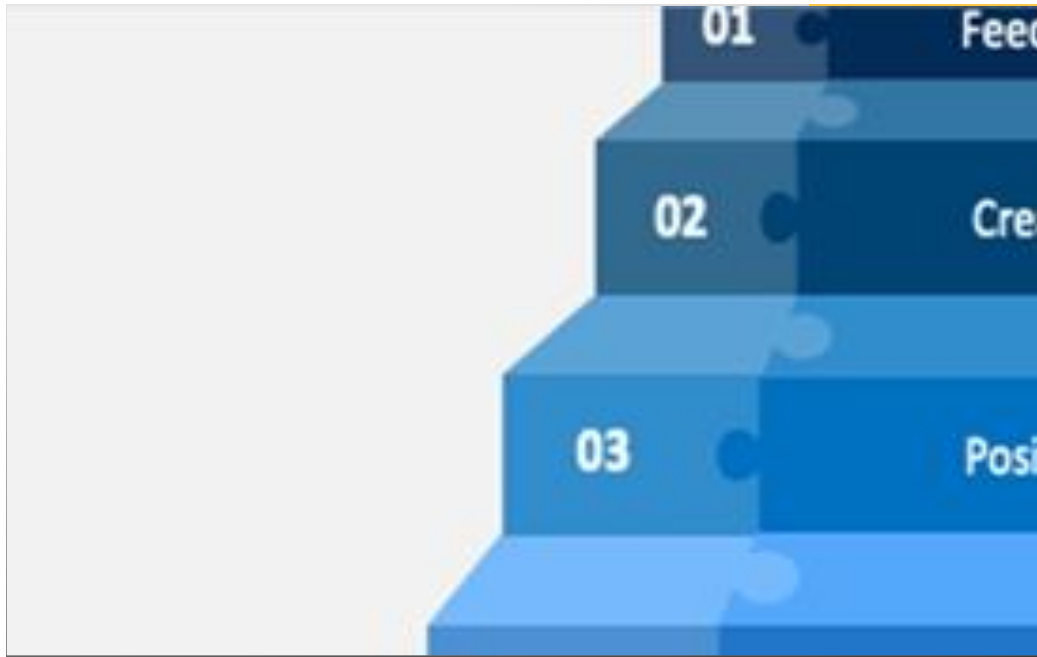
Scheduling
Staffing
Activity Analysis
Project Controls

REMEMBER...

All the leaders can be managers

But

Not all the managers can be leaders



What Makes an Effective Leader



Effective leaders have the ability to communicate well, motivate their team, handle and delegate responsibilities, listen to feedback, and have the flexibility to solve problems in an ever-changing workplace.

LEADERSHIP attributes are the inner or personal qualities that constitute effective leadership. These attributes include a large array of Are-Know-Do characteristics such as vision, values, character, motives, habits, traits, competencies, style, behaviors, and SKILLS.



Leadership Attributes



Role Model

- Live values; lead by example
- Demonstrate integrity; support people
- Be charismatic & energized; keep learning

Inspirer

- Create an inspiring vision; set directions
- Direct emotions; energize people
- Encourage risk-taking & experimentation

Enabler

- Help people grow; empower others
- Build teams & collaborative relationships
- Leverage diversity; build synergies

Achiever

- Focus on results; be persistent
- Discover and pursue opportunities
- Lead change; learn from feedback

Characteristics of a Leader

Honesty - Display sincerity, integrity, and candor in all your actions. Deceptive behavior will not inspire trust.

Competent - Your actions should be based on reason and moral principles. Do not make decisions based on childlike emotional desires or feelings.

Forward-looking Set goals and have a vision of the future. The vision must be owned throughout the organization. Effective leaders envision what they want and how to get it. They habitually pick priorities stemming from their basic values.

Inspiring - Display confidence in all that you do. By showing endurance in mental, physical, and spiritual stamina, you will inspire others to reach for new heights. Take charge when necessary.

Characteristics of a Leader

Straightforward - Use sound judgment to make a good decision at the right time.

Imaginative - Make timely and appropriate changes in your thinking, plans, and methods. Show creativity by thinking of new and better goals, ideas, and solutions to problems. Be innovative!

5 Essential Leadership Skills



Communication



Motivation



Positivity



Creativity



Feedback

Other 10 skills every leader/ Manager should

1. **Ability to delegate:** sharing tasks with others save **have** time at work and reduces your stress levels.
2. **Ability to inspire and motivate:** Employees depend on leaders for support and guidance. By providing goals and objectives and a clear vision for how to meet them, you can keep employees motivated to perform their best.
3. **Conflict-management:** Workplaces typically have occasional conflicts, so knowing how to navigate them makes managing easier.
4. **Decision-making:** Decision-making involves identifying an issue, weighing options, and taking action. The ability to make decisions can save time, boost productivity, build trust, and reduce confusion in the workplace.
5. **Effective communication:** Being a manager involves interacting with people regularly. On any given day, you might run a staff meeting, make a presentation to board members, or resolve a conflict between two employees. In addition to conveying information, listening when communicating is essential. Practicing good listening helps you be present, maintain eye contact, and paraphrase what your speaker says.

Other 10 skills every leader should have, Con't

6. Emotional intelligence: Emotionally intelligent leaders often have empathy for others, a sense of self-awareness, an ability to think before speaking or acting, and a high degree of resilience.

7. Flexibility: Flexibility involves finding multiple ways to manage a team, complete a task, or solve a problem.

8. Organization: you may have much to handle at once, including tasks, reports, meetings, projects, and presentations. Good organizational skills can help. These include goal setting, scheduling, time management, and recordkeeping.

9. Problem-solving: Problem-solving goes hand-in-hand with decision-making. The process involves identifying a problem, weighing solutions, choosing the best one, and evaluating whether or not it works. Managers who are good problem solvers have an easier time meeting company goals and objectives.

10. Strategic thinking: Strategic thinking involves: Analyzing data to come up with strategies, Creating strategies for meeting company goals and objectives, Thinking of ways to implement strategies, Directing others in the completion of goal-related tasks, Communicating the results to company stakeholders

How You Can Build Leadership Skills

Take initiative

- Look beyond the tasks in your job description. Think long-term about what would be beneficial for your department and the company. Try to brainstorm ideas and commit to doing work that goes beyond the daily routine.

Request more responsibility

- you can share with your manager that you're eager to grow your leadership abilities

Target specific skills

- If you have a specific skill that you want to develop, create a plan to improve your abilities in this area. This could mean [taking a class](#), [finding a mentor](#) to help, reading books, or setting a small goal that forces you to develop this skill.

Types of Leadership Style



Autocratic leadership

- Leader makes decisions without reference to anyone else.
- High degree of dependency on the leader.
- Can create de-motivation and alienation of staff.
- Authoritarian leaders provide clear expectations around what needs to be done, when it should be done, and when it should be done.
- May be valuable in some types of business where decisions need to be made quickly and decisively.
- As a result, there is a division between the leader and members as the leader makes decisions independent of the group.



Autocratic leadership

For example,

if Sam assigns work and gives orders to complete the work as per his discretion without consulting his subordinates, then Sam is an Autocratic Leader.



Democratic Leadership

- Encourages decision making from different perspectives – leadership may be emphasised throughout the organisation
 - **Consultative:** process of consultation before decisions are taken
 - **Persuasive:** Leader takes decision and seeks to persuade others that the decision is correct



Democratic Leadership, Con't

- May help motivation and involvement
- Workers feel ownership of the firm and its ideas
- Improves the sharing of ideas and experiences within the business
- Can delay decision making



Laissez Faire Leadership

- ‘Let it be’ – the leadership responsibilities are shared by all
- Can be very useful in businesses where creative ideas are important
- Can be highly motivational, as people have control over their working life
- Can make coordination and decision making time-consuming and lacking in overall direction
- Relies on good team work
- Relies on good interpersonal relations



Paternalistic Leadership

- Leader acts as a 'father figure'
- Paternalistic leader makes decision but may consult
- Believes in the need to support staff

Paternalistic leadership characteristics

- Prioritize employees' well-being.
- Autocratic decision-making.
- Emotional support, acting as mentors and confidants.
- Emphasize stability and continuity.



ILLUSTRATION: ALI MEYDANI/GETTY IMAGES
©2024 TECHTARGET. ALL RIGHTS RESERVED

Using all

A good leader uses all three styles, depending on what forces are involved between the followers, the leader, and the situation.

Examples:

Using an authoritarian style on a new employee who is just learning the job.

Using a participative style with a team of workers who know their job.

Using a delegative style with a worker who knows more about the job than you.

Using all three: Telling your employees that a procedure is not working correctly and a new one must be established (authoritarian). Asking for their ideas and input on creating a new procedure (participative).

Delegating tasks in order to implement the new procedure (delegative).

Motivating Your Employees

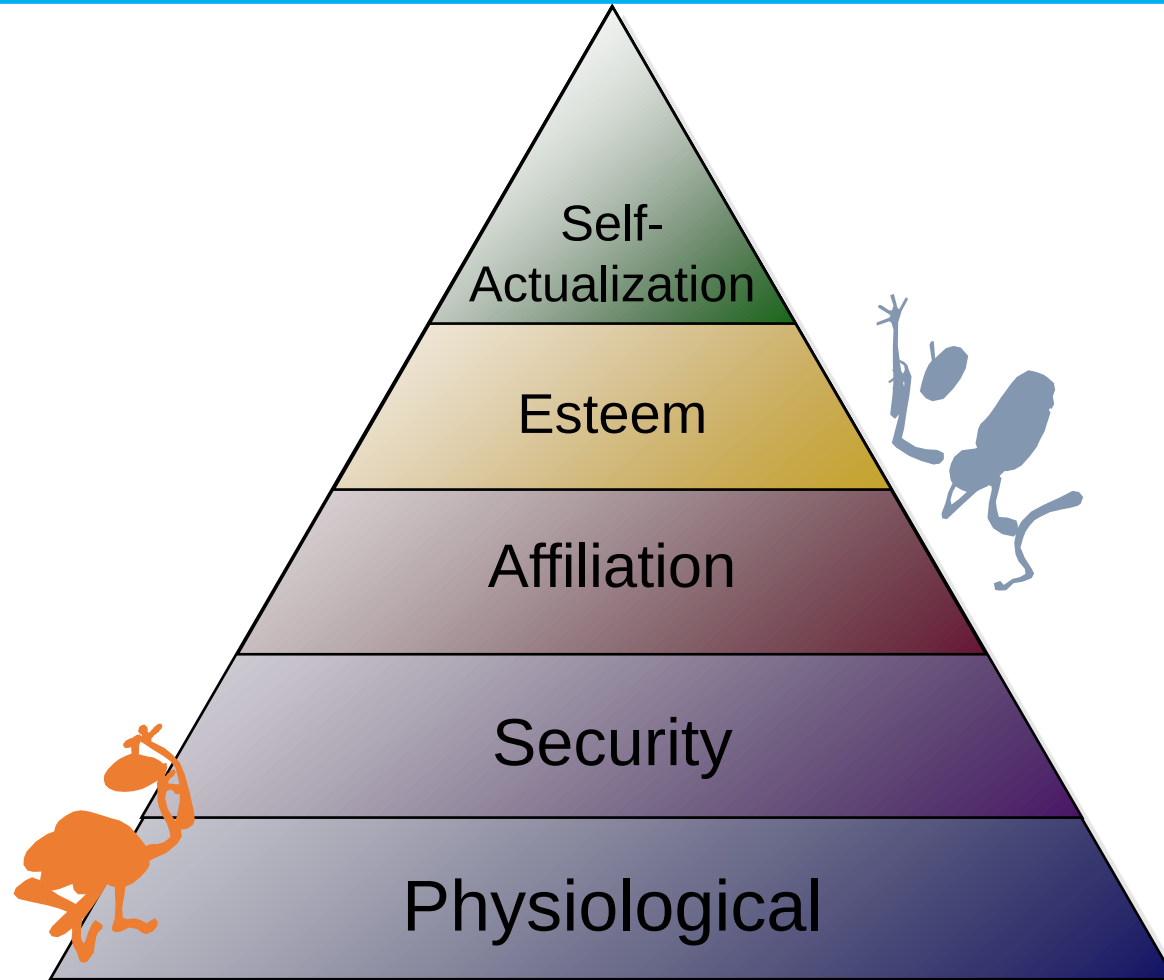
What is Motivation?

The willingness to do something conditioned by the action's ability to satisfy some need for the individual.

A Need

Is a physiological or psychological deficiency that makes certain outcomes seem attractive.

Maslow's Hierarchy



- **Physiological/Survival needs**

- Food, Clothing, Shelter, Air

- **Security**

- Feel safe, absence of pain, threat, or illness

- **Affiliation**

- friendship, company, love, belonging
- first clear step up from physical needs

- **Esteem Needs**

- self-respect, achievement, recognition, prestige
- cues a persons worth

- **Self-Actualization**

- personal growth, self-fulfillment, realization of full potential
- Where are YOU on the hierarchy???

The managers challenges

1. Effective communication with the team
2. Evaluating and confronting performance problems
3. Hiring the right people
4. Managing conflicts within your team
5. Retaining star employees



Ways to develop managerial skills

Gaining new skills or improving the ones you have can help you be more successful in a management position. Whether you're a current manager or hoping to become one, consider these tips for developing management skills:

- Seek advice and guidance from a mentor.
- Read books about management theories, techniques, and styles.
- Think about areas you need to improve, set goals, and take steps to achieve them.
- Go back to school and get a certificate or a degree.
- Attend industry-related training, conferences, and workshops.
- Practice skills like active listening, delegating, and organization.
- Join a public speaking group or take a public speaking or business writing class.
- Look for opportunities to be a leader at work, home, class, or through volunteering or sports.

Musk was born in South Africa and is a businessman, inventor, and investor. Musk is most widely known for his founding of PayPal and SpaceX and his heavy involvement in Tesla Motors. His innovative vision and unrelenting passion for pushing the boundaries of technology and consumer integration have led to increased exposure to solar power, high-speed transportation, and artificial intelligence.



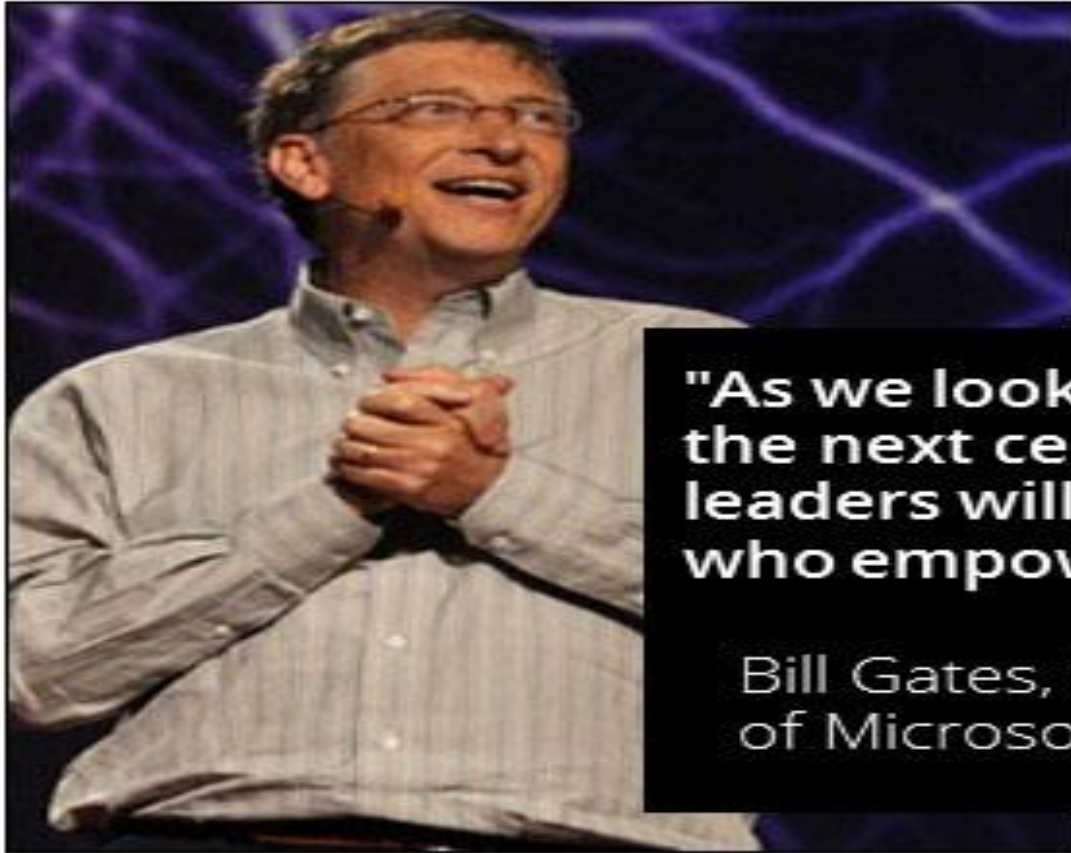
Leadership Style Of Elon Musk

Elon Musk's leadership approach is often characterized by his visionary approach, relentless pursuit of innovation and willingness to take significant risks.

He is known for setting ambitious, sometimes seemingly unattainable goals and driving his teams hard to achieve them. While sometimes controversial,

this approach has led to extraordinary achievements, such as launching the first privately subsidized spacecraft to reach the International Space Station by SpaceX.





**"As we look ahead into
the next century,
leaders will be those
who empower others."**

Bill Gates, former CEO
of Microsoft



Thank You