



Supervisor NEWSLETTER

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The Elements of Good Leadership

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There's a great difference between being in-charge and being a leader. Telling people what to do and when to do it is just a small part of being a leader. If you don't develop the other leadership skills that help motivate teammates and keep projects on-task, you risk limiting your effectiveness and potential in your workplace role. Here are the key elements that build strong leaders.

Coaching

- Leaders clearly define goals for their team.
- They set an example for teammates to follow.
- They motivate their teammates and are supportive and honest with them.
- They don't play favorites, but treat everyone fairly.
- They resolve conflicts and help everyone work toward the same goals.

Communication

- Leaders say what they're going to do and they follow through.
- They are active listeners when someone shares a problem or concern.
- They avoid communicating in ways that pass blame or create tension.

Decision Making

- Leaders think through problems and avoid rushing to judgments.
- They look at all the options to resolve problems or meet goals.
- They're willing to listen to the suggestions of others.
- They'll take risks to push new ideas and project goals.
- They avoid repeating past mistakes and seek to learn from their errors.

Assertiveness

- Leaders tell their team members what's expected of them.
- They don't wait to resolve an issue or address a concern.
- They move quickly to avoid wasting time.
- They prefer active involvement to passive behavior.

Leaders also know how to separate "You" from "I" in the way they communicate with their subordinates, especially when related to personal feelings or project expectations.

"You" Statements Include

- "You always interrupt me during meetings."
- "You're always the last one to arrive at work."
- "You can't seem to meet the deadlines you're given."

"I" Statements Include

- "I'm concerned with your behavior in meetings."
- "I expect you to arrive to work on time."
- "I've noticed that you're having trouble meeting deadlines."

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