

## **Leadership and Teambuilding**

### A Key to Leadership

*General Eisenhower used to demonstrate leadership with a simple piece of string. He'd put it on a table and say: pull it and it'll follow wherever you wish. Push it and it will go nowhere at all. It's just that way when it comes to leading people.*

## LEADERSHIP QUALITIES/SKILLS

### **Qualities**

A Leader:

- Is Self-Confident
- Respects/has confidence in others
- Empowers/challenges others
- Inspires others
- Is fair and equitable
- Works with people at all levels
- Communicates effectively
- Has high ethical standards
- Is knowledgeable
- Is creative/visionary
- Is willing to take a risk

### **Skills**

A Leader:

- Delegates
- Motivates/Influences
- Coaches/Counsels/Develops
- Encourages teamwork
- Serves as a model
- Discovers/creates new opportunities and goals

### *Steps in Teambuilding*

- Choose your team carefully.
- Involve key people in planning /decision/ changes.
- Keep all committee members informed of plans/decisions/changes.
- Show all committee members that their work is important to the program's success.
- Listen to people's ideas, suggestions, criticisms, complaints. Act on these, and let people know you have taken action. Be responsive.
- Recognize/reward individuals and the team as a whole for its achievements

### *Steps in Motivating*

- Know and respect people's skills, education and abilities.
- Show people you have confidence in their ability to do a job right or take on a new responsibility competently.
- Give people a whole job--not a series of doled-out tasks.
- Give people "ownership" of the job--tell them what needs to be done, let them decide how to do it, then back off.
- Give people feedback on how they're doing (but don't look over their shoulder while they're doing it).
- Recognize people publicly for their achievements.

### *Steps in Influencing People*

- Believe in yourself. Nothing is more persuasive than self-confidence.
- Know your stuff--what the committee's goals are, how CRM fits into the picture in meeting these goals, what your committee's responsibilities/opportunities are, and how the committee is going to handle these responsibilities/opportunities.
- Communicate clearly and spell responsibilities. Keep people informed about the progress of each project the committee is undertaking and about all changes in plans
- Be fair, open and accessible.
- Be a good listener. Know what's going on in your committee.