UNIT 11. LESSON 1

vision - concrete ideas - empower - (risk-taking) - financial rewards empowerment process - focus - sense of justice - holding court - influence

The word 'leader' is rather prominent these days. What and who is a leader? The Webster's Dictionary clearly defines a leader as a person of good talent in commanding (1)______ to a group o followers. It also defines a leadership as that ingredient of personality that causes men whether male or female to follow.

A leadership is an influence process. It is the ability to motivate others to do something, believe in something or act in a certain way. The leadership style is the pattern of behaviors used to influence others.

What makes a good leader? Leaders are people who do the right thing. A leadership provides the (2)______, so that the management gets things done. Many people have been put in leadership positions but they lack the training, particularly in the non-profit-making organizations or those of public interest. Leadership can be learned. There are may classes of tools for effective leadership.

A leader must have a vision. The leader must state in (3)______ how programs will work, who will be served, what outcomes are expected from a project, what technology will be used and how the organization will get there.

To articulate the future clearly, the leader should be able to (4)_____. Tell people what you want and expect from them and never waste their time. There are always distractions and personality conflicts but leaders should be able to see beyond them to what it will take to get the job done effectively.

Leaders are also risk-takers. They must learn from their success and failure. This may sound like a cliche but if you do things the way they have always been done and never take a chance, you will always get what you had before. Leaders should always reward (5)______ in others.

A leader must be able to (6)_____ others. Teach people how to accomplish a task. Never do it for them even if you can do it faster or better. Part of the (7)____ in an organization is to ensure that the leader listens to everyone's suggestions, incorporate ideas as needed and give credit to those who deserve recognition. Learning to give positive feedback is crucial!

A leader must learn what motivates people and then act accordingly. Bill Gates inspires his employees with both his vision and (8)______, Praise (tell the folks they have done

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