

The Professional Leadership Series:



Objectives:

Upon the completion of training, you will be able to...

- Understand what professional leadership is
- Know the characteristics of a leader
- Utilize different leadership styles
- Build career enhancing relationships with others
- Motivate individuals & handle challenging people

Personal & Professional Growth

"What you are going to be tomorrow, you are becoming today."

-John C. Maxwell



Position Yourself for Leadership

Becoming a leader can mean taking on new responsibilities, no matter how big or small.

- There are many positive leader characteristics that can be applied to daily work even if you are not in an official managerial role.
 - Making decisions
 - Committing to learning new things
 - Taking responsibility
 - Developing new skills
 - Dressing for success
 - Building trust & inspiring confidence
 - Maintaining a positive attitude
 - Handling conflict appropriately



Professional Image

- People form an impression of you in the first 30 seconds of an encounter.
- The way you dress, your choice of words and body language all contribute to creating either a positive or negative impression.
- Presenting a professional image is important in becoming more successful as an individual and as a leader.



Professional Attire for Women



Professional Business Dress for women



For Women

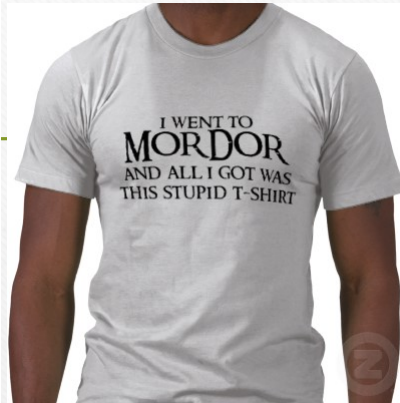


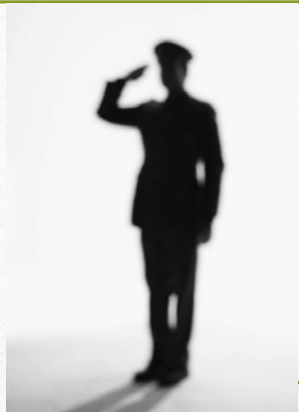
- A neutral colored suit in navy or another dark color with a skirt
- Skirt length should be a little below the knee and never shorter than above the knee
- Blouses should be cotton or silk (white or light pastel color)
- Pantyhose should be flawless (no runs) and conservative in color. (You may want to bring an extra pair with you)
- Basic pumps with 1"-2" heel (No strappy sandals or platforms!)
- Simple Accessories. No visible body piercing (nose rings, eyebrow rings, etc.)
- Make-up should be minimal and in conservative tones
- minimal cologne or perfume
- Light briefcase or portfolio case

Professional Attire for Men



Unprofessional Attire





Leadership Style



- Using the right leadership style is very important in order to be a successful leader.
- Finding a balance between focusing entirely on people and focusing entirely on tasks will help others feel valued while making sure work is completed.

Leadership Types

- Many times there is no “right” way to lead or make decisions.
- Determining which leadership technique to use depends on each unique situation.



Leadership Situations

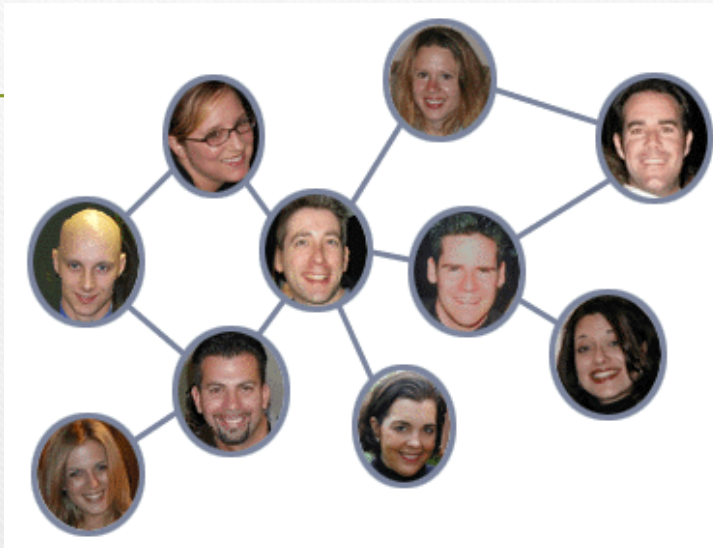
- **There are 4 main situations a leader may face when dealing with others:**

 - **The individual is inexperienced and has low confidence.**
 - For this scenario, focus on directing the individual as to what they should be doing.
 - **The individual is experienced and confident, but lacks motivation.**
 - For this scenario, focus on listening, advising, and making suggestions for alternative ways of thinking or working.
 - **The individual is experienced, but lacks confidence and motivation.**
 - For this scenario, focus on listening, praising, and making the individual feel valued.
 - **The individual is experienced, motivated, and confident.**
 - For this scenario, the individual is self-sufficient and does not require much direction or praise. However, be sure to give direction when appropriate and healthy support to keep them on track.

Ethics

- Behaving ethically is an integral part of long-term career success
- Behaving ethically...
 - improves the atmosphere at work and helps motivate others
 - sets a good example to others
 - evokes a sense of pride for the organization and improves its image in the eyes of others

Professional Networking



Networking is actively building connections with others and appreciating how these connections can enhance your own skills.

Why Networking is Important

- Networking allows you to...

- Stay up to date on career topics
- Receive more visibility as a professional and as an organization
- Gain new perspectives
- Develop as a person
- Meet people you couldn't reach on your own
- Turn to respected peers for advice or assistance

Networking Basics



- **Host social events.** Host a party or meet someone for lunch.
- **Join LinkedIn or Facebook.**
- **Join your industry's professional organization.** They will often publish magazines and host networking events.
- **Save all the business cards** you receive during your networking activities. Mark down the date of each interaction with each person. Record who refers you to whom and how you followed up.
- **Use your alumni association.** Aside from maintaining a vast network of contacts, career service offices also offer a range of services. These include résumé critiques, career assessment instruments, seminars, and alumni networking clubs

What Motivates People?



- Leaders motivate people by:
 - Showing a desirable goal
 - Outlining a plan to achieve the goal
 - Supporting others and believing that they can achieve the goal
 - “Practicing what they preach”

Tips for Handling Challenging Employee's

- Don't take their behavior personally
- Don't waste time arguing with them
- When you do speak with the person, make sure your tone is calm and professional
- Use indirect language: “reports must be prepared by Tuesday” instead of “you need to get your report to me before Tuesday”
- Be willing to admit when you have made a mistake
- Try to catch the person doing something right and praise them for it

Conclusion

- Preparing for leadership involves taking personal responsibility for one's professional development.
- Don't be afraid to seek out a mentor or join a professional organization in your field.
- Be sure to review the other Anderson County Leadership Training modules.