



your work life

HOW TO HANDLE THE LEADERSHIP ROLE

This guide provides you with practical advice about the actions you can take if you are seeking to become an effective leader. It also provides you with an indication of the skills you will need to develop if you are to master the team leadership role.

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Disclaimer

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About Leadership

Most people find themselves in a position of leadership at some point in their lives. Managing other people in the workplace, coaching the local football team, chairing the school management committee or captaining a sporting team are just a few examples of the everyday leadership positions that people can find themselves occupying.

Usually people move into these positions without any clear idea of what they should do to become an effective leader. Some people are fortunate. They attend leadership courses provided by their employer or run by a local training organisation, while others look for guidance by reading one or many of the thousands of books, articles and studies published annually about leadership. Some people are influenced too by the articles appearing regularly in the media about the deeds of heads of government and business while others look for the recipe for effective leadership in the biographies of great leaders.

Sadly reading about leadership can leave you confused and uncertain about what to do when you are faced with a number of people waiting for you to do something to get things moving. Fortunately there is one conclusion however that keeps on surfacing from the ocean of research, literature and discussion about leadership:

People can learn to be effective leaders. Good leaders are not just born this way. People can learn and master actions that will make an important difference to the performance of people they are asked to lead.

About This Guide

This guide provides you with practical advice about the actions you can take if you are to become an effective leader. It also provides an indication of the skills you will need to develop if you are to master the team¹ leadership role. While the focus is on the leadership of small to medium sized teams comprising up to ten people the leadership principles discussed in the guide can be applied when your leadership involves leading teams of much larger size.

Effective leadership is a matter of knowledge, skill, motivation and experience

¹ Team is used in a generic sense and also means group