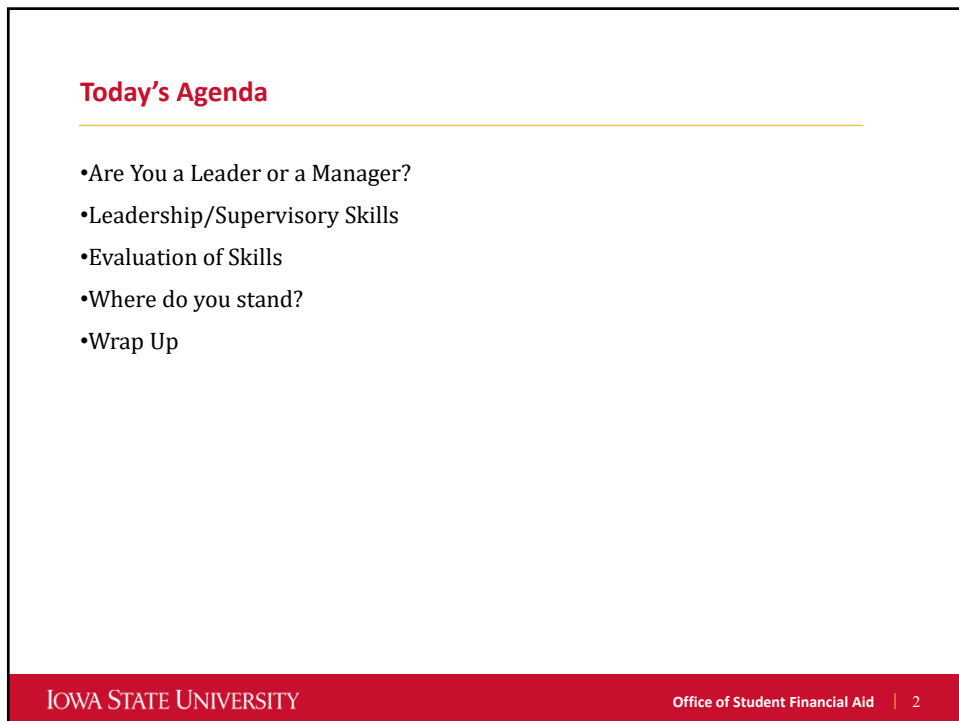


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## Are you a manager or a leader?

### **Manager**

- Oversees the current process well
- Seeks order through stability and predictability
- Must achieve balance
- Problems are just that, and need resolution ASAP
- Procedure is king
- Impersonal, remote

### **Leader**

- Wants to create the future
- Seeks improvement through positive change
- Thinks ideas
- Welcomes risks
- Sees problems as opportunities
- Is patient
- Substance is king
- High emotional intelligence

## Thoughts to Consider

- "Leadership is the art of getting someone else to do something you want done because they want to do it." Dwight D. Eisenhower
- "You manage things; you lead people." Grace Murray Hopper
- "A leader is one who knows the way, goes the way, and shows the way." John C. Maxwell

### Leadership Definitions

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- The power or ability to lead other people
- Leadership is the ability to create a vision that motivates others for positive change, help refocus resources on the right solutions, and provide opportunity for growth and learning.

### Three types of leaders

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- Autocratic
  - Direct and control all activities without meaningful participation by other members of the team
- Democratic
  - Encourage group members to participate, but retain the final say over the decision-making process
- Delegative
  - Give little or no guidance to group members

### Autocratic

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- Makes decisions alone
- Only one person has power
- Decisions enforced by using rewards and fear of punishment
- Keep close supervision on their team
- Downward communication

### Democratic

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- Includes employees in decision making
- Open communication
- Suggestions and feedback are given in both directions
- Information is shared with the group

## Delegative

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- Gives power to followers to make decisions
- Still responsible for decisions made
- Followers are able to analyze the situation

## Leadership Style

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- Perfect leadership
  - It's a blend of all the styles
  - Know how your team will respond



### What's Your Pathway to Leadership?

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### Reflection: What makes a good leader?

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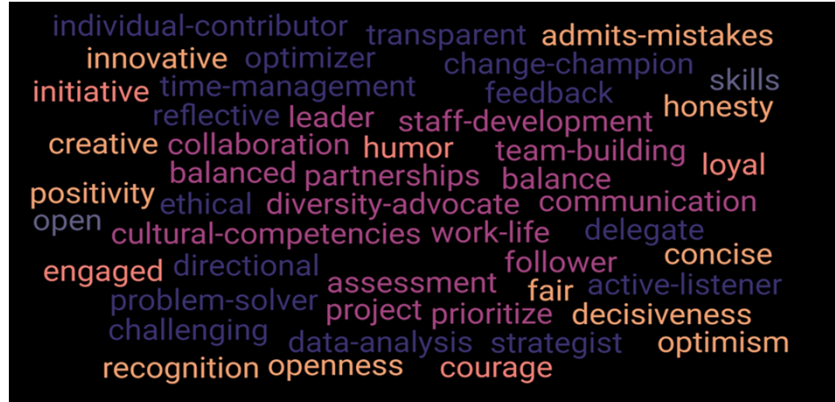


**What skills have you seen  
leaders exhibit?**

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## Leadership Skills



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## Leadership = Personality Traits

- We all bring who we are into how we lead.
- It is highly personal.
- Overcome barriers by honing your personal leadership style.
- Know yourself and know others.
- Know, recognize, and understand you have biases.

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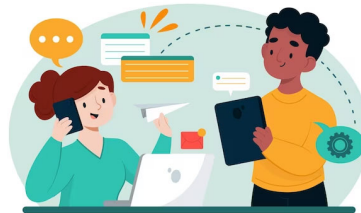
## Leadership Skills

This is not an exhaustive list, but this is the list of skills we will discuss in-depth today.

- Communication
- Confidence
- Conflict Resolution
- Motivation
- Collaborative Spirit
- Innovation
- Delegate
- Emotional Intelligence
- Networking
- Professional Development/Training

## Communication

- Encourage two-way communication
- Be clear and intentional, what's your meaning?
- What are your methods of communication?
- Constant, over communicate at times
- Regular meetings with the team, both collectively and individual
- Leaders do not always speak, they listen!



## Confidence

- Sometimes being confident is *projecting* confidence
- Know your strengths and your weaknesses
- Sometimes you must step out of your comfort zone to develop as a leader



## Conflict Resolution

- Conflict may be addressed head-on
- Don't miss an opportunity for growth in your office or with a team member
- Know your team and know what will work



## Motivation

- Create an environment of appreciation
- Participation and suggestions should be encouraged
- Use the feedback that is given



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## Collaborative Spirit

- Seek out all perspectives
- Learn from your team's experience and intelligence
- Collaboration helps engage your employees and increases their satisfaction



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## Innovation

- Build a culture that values taking risks
- Can you embrace and celebrate change?
- Look towards the future and be proactive



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## Delegation

- Build your bench strength by delegating
- Can you tell who is ready to take the next step?
- Empower your staff



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## Emotional Intelligence

- Can you manage your emotions, and those of the people around you?
- Do you have an awareness of the situation?
- Do you have a strong commitment or connection to your team?



## Networking

- Build your network, both within your organization and within your profession
- Assists with issues unique to your profession and with leadership challenges



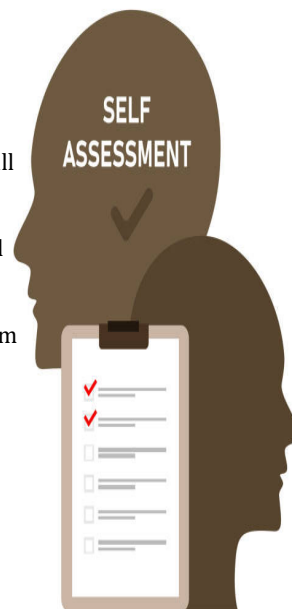
## Professional Development

- Create an environment where suggestions are respected
- Participation is encouraged
- Give your employees opportunities for growth
  - Within your office
  - On campus
  - Other?
- Create accountability



## Self Evaluation

- |                            |                               |
|----------------------------|-------------------------------|
| • Communication            | For the 10 skills, give       |
| • Confidence               | yourself a "10" for the skill |
| • Conflict Resolution      | that is most natural for      |
| • Motivation               | you, and a "1" for the skill  |
| • Collaborative Spirit     | that requires the most        |
| • Innovation               | energy for you. Rank them     |
| • Delegation               | from 1 to 10, using each      |
| • Emotional Intelligence   | number once!                  |
| • Networking               |                               |
| • Professional Development |                               |



### Chad's Scores

10	Confidence
9	Delegation
8	Emotional Intelligence
7	Networking
6	Innovation
5	Collaborative Spirit
4	Motivation
3	Professional Development
2	Conflict Resolution
1	Communication

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**What are your skills in order?**

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### Evaluation of Skills

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- Give yourself time for self-evaluation
- Have your colleagues, direct reports, and/or supervisor review your results or evaluate you

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### Let's Build Your Foundation!

- Who are the people that have helped you develop your leadership? What are the places and events that have built your skills?
- What books, podcasts, trainings, articles, etc., have you used, or should you look into? Ask your supervisor; mentors, colleagues!



### How to Take the Next Step

- Establish **your** goals
- Get feedback, what can you do better?
- Talk with your leadership
- Discuss time commitment with your spouse, partner, family, team, etc.
- Define what success means to you!

### In Conclusion

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- Your path to leadership will be unique
- No one can master all skills
- You must consistently work on and develop your leadership skills

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### Questions?

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Chad Olson

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