Building Your Leadership Skills

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Today’s Agenda

• Are You a Leader or a Manager?
• Leadership/Supervisory Skills
• Evaluation of Skills
• Where do you stand?
• Wrap Up
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

• 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

• 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

- 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

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

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

Leadership Style

• Perfect leadership
  • It's a blend of all the styles
  • Know how your team will respond
What's Your Pathway to Leadership?

Reflection: What makes a good leader?
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What skills have you seen leaders exhibit?

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Leadership Skills

- 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.

Leadership = Personality Traits
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

Collaborative Spirit

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

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

Delegation

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

![Emotional Intelligence Diagram](image)

**Networking**

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

![Networking Diagram](image)
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
- Confidence
- Conflict Resolution
- Motivation
- Collaborative Spirit
- Innovation
- Delegation
- Emotional Intelligence
- Networking
- Professional Development

For the 10 skills, give yourself a “10” for the skill that is most natural for you, and a “1” for the skill that requires the most energy for you. Rank them from 1 to 10, using each number once!
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**

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

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

Questions?

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