

Leadership Essentials

- Effective leaders have the courage and capability to effectively present an opposing viewpoint to management and support that position based on facts and experience.
- Competent leaders accept opposing viewpoints from their staff and consider the merits of the argument based on facts rather than personality or position. They talk to people to resolve issues and to build relationships. They don't talk negatively about staff or bosses.
- Effective leaders learn how to identify what is most important and to get it done. They are able to balance more than one thing at a time. They are able to communicate to staff the priorities and the reasons for the timing.
- Good leaders are a part of the solution. They think ahead and make recommendations laterally and upward in the organization. They seek the counsel and input of their staff on projects, priorities and methodology.
- Good leaders are friendly but not friends with selected members of the staff.
- Good leaders find the way to sustain a high level of energy and commitment over the long haul. They refresh themselves in body and spirit and continue to learn both within the work unit and from external sources.
- Good leaders are aligned with their boss and the university on important operational and strategic issues.
- To be effective, leaders need to effectively communicate the purpose of the work of the unit (who, what, why, when) and the desired outcomes in terms of quantity, quality, timeliness, tone and style.
- Leaders need to provide time, training, resources and the appropriate work environment to achieve the purposes of the unit.
- Effective leaders use systems that inform them as to the quality and quantity of work being completed. They respond to both good and poor work results. Effective leaders are accountable and they hold team members accountable for results that meet established standards.
- Effective leaders seek success not as an adversary but as an ally and collaborator. They see themselves as an important contributor within a team environment.
- Effective leaders know themselves. They do not need to be expert in everything. They maximize the value of their strengths and collaborate with others who can complement or supplement them in areas in which they are not naturally gifted.

- Effective leaders not only know their subject area but are also effective communicators, provide valuable feedback, listen well and are proficient in dealing with conflict.
- Effective leaders realize that a primary responsibility is to develop the skills and abilities of the people on their team. They are committed to the growth and development of staff.
- To be effective over the long haul, good leaders develop systems to continue to grow and develop their knowledge and skills.
- Good leaders know how to recognize people for their accomplishments and how to celebrate success progress.