

"Taking Advantage of Leadership Opportunities Will Increase Your Visibility in a Positive Way"

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Everyone is a leader in his or her organization. Even if you don't hold a titled leadership position...you still have many opportunities every day through your actions and behavior to model "leadership" qualities....Being a leader simply means you are willing to teach and support others, be a positive role model, and be ready to serve as well as lead when necessary and appropriate. Effective leaders can be found at every level in an organization....

Below are some of the top qualities leaders possess.

- 1. LEADERS ARE TRUSTWORTHY AND ACT WITH INTEGRITY.** In today's business environment where teamwork is crucial, there can be no doubt that all employees must be able to be trusted...Leaders build trust with customers and co-workers by acting with integrity. They make sure their words and actions are congruent all the time, not just when it's convenient....
- 2. LEADERS ARE HIGH ACHIEVERS WHO STRIVE FOR EXCELLENCE....**Leaders keep working to be the best they can be. They stay focused on their goals, but they keep things in perspective and realize that there is always room for improvement. They continually strive to learn more about themselves and their jobs. They integrate excellence into every task....A good leader must have a strong desire to be the best by providing outstanding customer service and working hard to create an excellent, cohesive, and productive workforce. Even if they don't succeed at the task, leaders keep working at it.
- 3. LEADERS MAKE OTHERS FEEL IMPORTANT AND VALUED.** Leaders value other people's worth and opinions and take the time to let them know they are important. They take the time to pay someone a compliment and keep criticisms, complaints, and negative comments short and sweet. They also make both their co-workers and customers feel im-

portant by asking questions, listening, and tuning in to their needs....In your leadership role, how generous are you with positive words and actions? Are you committed to helping others feel better about themselves? Do you value people and their ideas?...

4. **LEADERS ARE WILLING TO SERVE OTHERS....**a good leader believes in service to others. If that sounds contradictory, think of words such as “cooperate,” “help,” “work collectively,” and “share” because they more accurately reflect the true nature of service to others. Organizations need employees who are willing to help each other, not whine and complain saying, “That’s not my job.” The future will demand that people learn new skills outside their area of expertise and use them to support other team members, even when it’s “not their job.”...Leaders support their co-workers when it counts, not just when it’s convenient.
5. **LEADERS ARE RELATIONSHIP BUILDERS.** An effective leader knows how to build good relationships so that individuals care more about the good of the entire team than about themselves and their own personal glory. In the workplace, employers need employees who can “run with the ball” by themselves when necessary, as well as build and maintain good team relationships....Equally important are good relationships with clients and customers....Good leaders understand the importance of building good relationships with their colleagues and their customers.
6. **LEADERS COMMUNICATE EFFECTIVELY.** Every CEO, manager, human resource director, employer, and employee must be able to state what they need, want, or prefer with confidence and in a manner that is clear, honest, and forthright. But good leaders must go even further. They must be able to interpret the needs, wants, and preferences of their colleagues and customers to create a cooperative and successful work environment. Effective communication is the cement that binds an organization together. It is the foundation upon which successful teamwork and good customer relationships are built. It is no accident that employees who can communicate effectively and assertively soon find themselves in leadership roles.

While leadership may come naturally for some, for others developing strong leadership skills takes thought, practice, and hard work. But it’s definitely worth the effort, because these skills will benefit all of your personal and professional relationships. Leadership skills are life skills....