

11 Tips

for Emerging Leaders

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Thank you for downloading this white paper, 11 Tips for Emerging Leaders.

The most successful clients I've coached in my 15 years demonstrate at least eight of the characteristics below. How many of these do you practice?

1

Act like the owner of your business unit.

Whatever you are in charge of, own it like it's your company. Be committed to doing your best for your company and team everyday. People respond and respect leaders who demonstrate commitment. This equates to taking accountability for results and having your skin in the game. It should also mean you don't put political or personal agendas ahead of what is best for the business.

2

Behave in a way that earns the trust of colleagues and customers.

Avoid gossip at the water cooler. Do what you say you will do and do the right thing. Credit others often and stand up when you make mistakes. Be accountable, responsible and transparent when things go wrong. By the way, making mistakes is how you will become a better leader. Most best practice leaders identify past failings as their greatest source of learning.

3

Master leading your team well.

I can't cover this effectively in a paragraph, but first and foremost--involve, communicate and involve. Always ask for the input of your team and engage them in creating any plans before implementing change. Lead meetings in a way to foster commitment and participation. In other words, don't be a talking head in meetings. Set the stage in meetings for healthy dialogue and debate while driving for role & task clarity, accountability, commitment and results.

4

Think visionary and act strategically.

The most effective leaders aren't stuck in fire fighting mode as a general rule. Pick your head up about of minutia once in a while and get the helicopter view. How do you engage the hearts and minds of customers and your people?

Maureen Moriarty, Workplace Coach

<http://pathtochange.com>

425.736.5691

5

Be a feedback-seeking missile.

Without candid feedback, you are depriving yourself of the information you need to get better. The worst thing you can do is not solicit feedback or respond defensively when it is given to you (all this does is decrease the likelihood you will get it again). You simply can't afford not to know how others perceive you. If you are in doubt, make it your mission to find out. Begin by asking or surveying.

6

Work on becoming a better listener.

It's a rarity for a leader to be criticized for listening too well. Most of the great leaders ask the "right" questions and then listen to understand the pain points of customers and their people. How are people feeling? Emotions matter! They drive much of human behavior. Listen before you prescribe.

7

Find the win-win in sticky situations.

Work on your collaboration skills. Keep an open mind. Begin conflict or mediation attempts by separating interests from positions. Each side has multiple interests but many get stuck in their "positions." Attack problems without blaming people.

8

Be nimble.

Embrace change vs. becoming immobilized or traumatized by it. Ambiguity, uncertainty and complexity are everywhere in today's workplaces from changing work flow, processes and overlapping roles, reporting structures and new information / technology systems. There is no getting around it, if you are going to be an effective leader in the workplace today, you will need to demonstrate you are comfortable with change.

9

Develop your ability to simplify what is complex.

More points if you can then communicate it in a way people can understand. One of the greatest strengths a leader can have is creating order and direction in a complex or chaotic situation. The more complex the world gets, the more we feel anchorless and anxious. Having leaders who can create order and simplicity saves time, confusion and often reduces conflict in organizations. It's an art worthy of developing.

10

Be positive without denying reality.

Followers respond better to those who see the glass as half full with possibilities. Challenge yourself to reframe what seems negative. Look for opportunities behind the walls or obstacles you will inevitably run across.

11

Find a mentor you respect and want to emulate.

Most of today's best leaders identify a mentor or coach that was an early champion. The best coaches or mentors help mirror for you what you may be unable to see in yourself. They can also help you grow by sharing their best practice strategies and support.

Within a few visits, many of my executive coaching clients recognize a path to change work behaviors that hold them back from advancement and/or job security.

I hope these 11 tips have helped you and encourage you to reach me for a no-obligation conversation to determine if I can help you.

Sincerely,

Maureen Moriarty

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