



THE EVEREST *Leadership Academy*

Leadership 101

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Why Leadership 101?

- To be successful in life, a person needs to be able to master skills in four areas:
 - Relationships
 - Equipping
 - Attitude
 - Leadership

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Why Should I Grow as a Leader?

- The higher the leadership, the greater the effectiveness
- The greater the impact you want to make, the greater your influence needs to be

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How Can I Grow as a Leader?

- Leadership is complicated – has many facets:
 - Respect
 - Experience
 - Emotional strength
 - People skills
 - Discipline
 - Vision
 - Momentum
 - Timing



Four Phases of Leadership Growth

1. I Don't Know What I Don't Know
 - As long as a person doesn't know what he or she doesn't know, he or she doesn't grow
2. I know What I don't Know
 - To be conscious that you are ignorant of the facts is a great step to knowledge
3. I Grow and Know and it Starts To Show
 - Read books, listen to tapes regularly, attend seminars
4. I Simply Go Because Of What I Know
 - Your ability to lead becomes more automatic



How Can I Become Disciplined?

- The person you lead is you
- Challenge your excuses
- Stay focused on results
 - Anytime you concentrate on the difficulty of the work instead of its results or rewards, you're likely to become discouraged



How Should I Prioritize My Life?

- Examples of the Pareto Principle:
 - Time - 20 % of your time produces 80% of the results
 - Counseling - 20 % of the people take up 80% of our time
 - Products - 20% of the products bring in 80% of the profit
 - Reading - 20% of the book contains 80% of the content
 - Job – 20% of the work gives us 80% of our satisfaction
 - Speech – 20% of the presentation produces 80% of the impact
 - Donations – 20% of the people will make 80% of the donations
 - Leadership – 20% of the people will make 80% of the decisions
 - Organization – 20% of the people account for 80% of the success



Following strategy increases organizational productivity:

- Determine which people are the top 20% producers
- Spend 80% of your “people time” with the top 20%
- Spend 80% of your personal development \$’s on the top 20%
- Determine what 20% of the work gives 80% of the return and train an assistant to do the 80% less-effective work
- Ask the top 20% to do on-the-job training for the next 20%



Prioritize Assignments:

- High importance / high urgency
 - Tackle these projects first

- High importance / low urgency
 - Set deadlines

- Low importance / high urgency
 - Delegate it to a “can do” assistant



Choose or Lose

Leaders

Initiate

Lead: pick up phone / make contact

Anticipate problems

Invest time with people

Fill the calendar by priorities

Followers

React

Listen: wait for the phone to ring

Reacting to problems

Spend time with people

Fill the calendar by requests



How Do I Develop Trust?

- Trust is the foundation of leadership
 - Competence
 - Connection
 - Character
 - Character makes trust possible
 - Trust makes leadership possible



Character Communicates Respect

- How do leaders earn respect?
 - Making sound decisions
 - Admitting their mistakes
 - Organization ahead of personal agendas
 - Trust is critical



Why is Influence Important?

- True leadership cannot be awarded, appointed, or assigned. It comes only from influence

How does Influence Work?

- The three components of this triangle are communication, recognition, and influence. You start to communicate effectively. This leads to recognition and recognition in turn leads to influence



The Five Levels of Leadership

1. Position – people follow because they have to
2. Permission – people follow because they want to
3. Production – people follow because of what you have done for the organization
4. People development – people follow because of what you have done for them
5. Personhood / respect
 - Your followers are loyal
 - You have spent years mentoring and molding leaders
 - Your greatest joy comes from watching others grow and develop



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How Can I Extend My Influence?

- You will not advance far in your career if you cannot work through others
- The act of empowering others changes lives, and it's a win-win situation for you and the people you empower

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Qualifications Of An Empowerer

- Position
 - You cannot empower people whom you don't lead
- Relationship
 - A relationship should be solid enough for you to be able to lead them
 - When you value people and your relationships with them, you lay the foundation for empowering others
- Respect
 - Mutual respect is essential to the empowerment process
- Commitment



The Right Attitude

- To become a successful leader you need to have the right attitude
 - ❑ Do I believe in people and feel that they are assets?
 - ❑ Do I believe that empowering others can accomplish more than individual achievement?
 - ❑ Do I actively search for potential leaders to empower?
 - ❑ Would I be willing to raise others to a level higher than my own level of leadership?
 - ❑ Would I be willing to invest and develop potential leaders?
 - ❑ Would I be willing to let others get credit for what I taught them?



The Right Attitude

- ❑ Do I allow others freedom of personality and process, or do I have to be in control?
- ❑ Would I be willing to publicly give my authority and influence to potential leaders?
- ❑ Would I be willing to let others work me out of a job?
- ❑ Would I be willing to hand the leadership baton to the people I empower and truly root for them?



How To Empower Others to Their Potential

- Hand over relatively small, simple tasks in the beginning and progressively increase their responsibilities and authority
1. Evaluate them
 - Knowledge – probe through questioning
 - Skill – reconcile to ensure people have what they need to succeed
 - Desire – must have a desire to succeed
 2. Model for them
 - model the attitude and work ethic you would like them to embrace



3. Give them permission to succeed
 - Expect it – set the expectation
 - Verbalize it – make them believers
4. Transfer authority to them
 - Sharing your power and ability to get things done
5. Show your confidence in them
 - Recognition lets them know that you believe they will succeed
6. Supply them with feedback
 - Honest and positive feedback
7. Release them to continue on their own
 - Give authority and responsibility and offer assistance