

PART 2

PERSONAL LEADERSHIP SKILLS

Developing the Personal Skills You Need to Lead

The Skills You Need Guide to
Leadership

SKILLS YOU NEED
Helping You Develop Life Skills

**The Skills You Need
Guide to Leadership**

LEADERSHIP SKILLS: DEVELOPING THE SKILLS YOU NEED TO LEAD

Skills You Need

This is one of a series of eBooks
by Skills You Need available for sale at:

www.skillsyouneed.com

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law.

ISBN: 978-1-911084-17-4

Published by Skills You Need Ltd

© 2019 Skills You Need Ltd

This version was published in January 2019

Skills You Need Ltd

**“SOME ARE BORN GREAT, SOME ACHIEVE GREATNESS
AND SOME HAVE GREATNESS THRUST UPON THEM.”**

William Shakespeare, *Twelfth Night*

Developing leadership skills is an ongoing process. While many of the skills that you need to lead are essential in life more generally, such as good communications skills, others are more specific to leadership positions.

This eBook focuses on the personal skills which are likely to be new or unfamiliar to you when you first take up a leadership position. These skills are about you rather than how you relate to other people, which is covered in the third eBook in this series, *Leading and Managing Others: Developing the Skills You Need to Lead People and Teams*. The eBook explains each skill and gives you some ideas about how you can develop and practise it.

Like the first eBook in this series, *Learning to Lead: Understanding Leadership and Developing Your Leadership Style*, it is designed for those considering, or just starting, their first leadership post. Established leaders, however, should also be able to find some interesting ideas.

CONTENTS

| | |
|---|-----------|
| CHAPTER 1 - An Introduction to Skills for Leadership | 6 |
| CHAPTER 2 - Recognising and Managing your Emotions | 8 |
| What are emotions? | 9 |
| Learning to manage emotions | 13 |
| Positive actions to help you manage emotions..... | 15 |
| Applying reason to emotion | 17 |
| Making decisions with emotions..... | 18 |
| CHAPTER 3 - Self-Confidence | 20 |
| Understanding self-confidence | 21 |
| Improving self-confidence..... | 22 |
| Self-confidence and self-esteem | 27 |
| Project confidence, but ask for help when necessary..... | 29 |
| CHAPTER 4 - Positive Thinking and Mindset | 30 |
| Understanding positive thinking..... | 31 |
| The importance of mindset..... | 36 |
| Mindset in practice | 37 |
| Changing your mindset..... | 39 |
| Mindsets in life..... | 41 |
| CHAPTER 5 - Understanding What Motivates You | 42 |
| Intrinsic and extrinsic motivation | 43 |
| Setting personal goals..... | 45 |
| Keep motivated | 46 |
| CHAPTER 6 - Getting Organised | 47 |
| The key to good time management and organisation..... | 48 |
| Principles of good time management and organisation..... | 50 |
| CHAPTER 7 - Strategic Thinking | 55 |
| What is strategy?..... | 56 |
| The 'miracle box' | 58 |
| The final element to strategic thinking | 59 |

CHAPTER 8 - Generating New Ideas: Creative Thinking Techniques 60
Brainstorming **61**
Role-play situations..... **65**

CHAPTER 9 - Applying New Ideas: Innovation..... 67
Types of innovation **68**
Environmental influences on innovation..... **70**
Approaches to managing innovation and change **71**
Personal innovation skills..... **72**

CONCLUSION: Skills for Leadership 72

An Introduction to Skills for Leadership

It is a cliché, perhaps, but nonetheless true that you cannot manage and lead others well unless and until you can manage yourself, both rationally and emotionally.

The first step to leadership is therefore to recognise and manage your emotions.

To do so, you need to develop your emotional intelligence: the ability to understand your own and others' emotions, and use those ethically to deliver the required results.

You can then learn to use a combination of emotion and reason to make decisions and to decide on the 'right' course of action. This will help you to stand firm as a leader when there are many different options, and you are not sure which to pursue. At the same time, it is helpful to understand what motivates you, so that you can keep yourself focused when times are hard.

All these are very much internal issues: they are about what is going on in your head. Others will see the results, but not necessarily the process.

The full eBook is available at www.skillsyouneed.com

The Skills You Need Guide to Leadership

