

LEADERSHIP AND MANAGEMENT WORKSHEET



Management is doing things right; leadership is doing the right thing.

Peter F. Drucker



As leaders it is important to understand the distinction between leadership and management. You are called upon daily to do both and both are needed to be effective and achieve the results needed by your team and the business as a whole.

Sometimes it is difficult to spend the required time leading a team i.e. Setting the goals, vision, creating boundaries, innovating etc. due to a heavy managerial list of tasks or because you are accustomed to spending your time managing a team and not leading a team.

Distinctions

Management consists of controlling a group or a set of entities to achieve a desired outcome.

The skills required include: budgeting, implementing systems, org structure, staffing KPI's etc.

Leadership is an individual's ability to influence, motivate and enable others to contribute towards the business success.

Skills required include, Emotional Intelligence, Communication, Motivation, Mentoring.

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Management Vs. Leadership

 <p>Leaders</p> <p>Set the vision Think ideas Inspire people Look in the future Shape the culture</p>	<p>while</p>	 <p>Managers</p> <p>Follow the vision Think execution Drive people's success Work in the present Endorse the culture</p>
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Some Management tasks would include

1. Implementing tactical actions
2. Detailed budgeting
3. Measuring and reporting performance
4. Applying rules and policies
5. Implementing disciplinary rules
6. Organising people and tasks within structures
7. Recruiting people for jobs
8. Checking and managing ethics and morals
9. Developing people
10. Problem-solving
11. Planning
12. Improving productivity and efficiency
13. Motivating and encouraging others

Some Leadership tasks include:

1. Creating new visions and aims
2. Establishing organisational financial targets
3. Deciding what needs measuring and reporting
4. Building a good culture.
5. Deciding structures, hierarchies and workgroups
6. Creating new job roles
7. Establishing ethical and moral positions
8. Developing the organisation
9. Problem-anticipation
10. Innovation
11. Conceiving new opportunities
12. Inspiring and empowering others
13. Planning and organising succession



Choose 4 of the above skills and explain how you would go about improving/ implementing them in your team.

- 1.
- 2.
- 3.
- 4.



Which do you feel you need support in developing further?