

# *Leadership*

## KEY TERMS

- a) **Leader** – a person who has a vision, a drive and a commitment to achieve that vision, and the skills to make it happen.
- b) **Leadership** – process by which a person influences others to accomplish an objective and directs the organization in a way that makes it more cohesive and coherent.
- c) **Authoritarian** – when leaders tell their employees what they want done and how they want it accomplished, without getting the advice of their followers.
- d) **Participative** – the leader including one or more employees in the decision making process (determining what to do and how to do it). However, the leader maintains the final decision making authority.
- e) **Delegative** – the leader allows the employees to make the decisions. However, the leader is still responsible for the decisions that are made.
- f) **5 Leadership Qualities:**
  - a. **Honesty** – people want to follow an honest leader.
  - b. **Forward-Looking** – figuring out where to go from where you are now.
  - c. **Competent** – demonstrate competency in a way that people notice.
  - d. **Inspiring** – influencing the way people think and feel about organizational issues; getting others excited about possibilities and ideas.
  - e. **Intelligent** – committed to continual learning—both formally and informally.