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Lesson 3.2 skills practice answers

Many people would love to be in a leadership position. After all, it's a lot more fun deciding on a business than doing all the dirty work, right? Not everyone is comfortable with the complexities of effective leadership. If you feel like a fish out of water as a small business owner, take heart: you can hone your leadership skills and feel more comfortable with your new responsibilities. Even if you don't feel like a born leader, you probably have some leadership skills already. For example, you may have a knack for bridging disputes even though you've never received formal training. Still, you can build on your tangible and soft natural skills while also practicing leadership qualities that feel more alien. You don't have to deal with all your weaknesses at once. Focus on improving one skill this week and then adding extra skill to your radar next week. Over time, you will steadily increase the quality of your leadership skills without feeling overwhelmed by the process. People who constantly drop the ball, show up late or don't keep their promises are commitments, not leaders. Fortunately, there are many opportunities every day to prioritize and practice these leadership skills. Meet deadlines, show up for meetings on time, follow up when you say you will and don't commit to a promise you can't keep. Develop your time management skills, organizational skills and discipline until the sorry word disappears almost from your vocabulary. That doesn't mean you have to be perfect all the time. It's okay to need a deadline extension or get stuck in traffic as long as you pass the change as quickly as possible. When you're a leader, other people trust you. Recognize this responsibility by keeping communication open, especially when there is a change in plans. In other words, led by example. Your employees won't take you seriously if they see you as aloof. If you expect people to appear on time or meet deadlines, you must meet the same standard. Cautions regarding modeling any kind of attitude and behavior you want to see in your employees. Fear and anxiety are complex emotions that often lie to us. If you find yourself struggling to get into a leadership role due to worries or nerves, it's time to pander to your fear. Get out of your comfort zone all the time in both your professional and personal lives. Fear will have less and less control over your life as a result. For example, if you often hesitate to talk during meetings because you're worried that your ideas will sound silly, even talk once you start questioning your contribution next time. Instead of letting those feelings of anxiety tell you no, let them say yes to you, try it! Getting out of your comfort zone like this is often the best way to learn and practice new skills, and it can also help reveal additional strengths and weaknesses. As in life, leadership is full of awkward moments, so it's best to embrace them early on and learn how to deal with your fear bravely and gracefully. Strong leaders rely on critical thinking and problem solving as the basis for their decision-making, and therefore, they don't feel guilty about saying no if that's the logical conclusion they've reached. They don't hesitate to express unpopular opinions or point out potential problems. Groupthink and peer pressure don't really swing at a leader. Others may find it hard to recognize people's leadership to please. They may even try to manipulate or exploit your desire to make everyone happy. If you tend to say yes when put on the spot, get into the habit of saying, let me think about it and get back to you. Don't forget to follow me without asking since the leaders will obey them. You're knowledgeable but not about everything. Leaders know that thanking them is not a sign of weakness. Instead, asking questions or rejecting an expert on the subject shows awareness of a person's limitations and willingness to learn. Active listening to others or asking for advice reassures employees that your ego doesn't run the show. In addition, excellent leaders recognize when someone else is in a better position to lead due to experience, knowledge or skills. You may be the ceremonial leader in charge of disseminating information, but most decision-making may occur jointly with an adviser. For example, if you weren't sure what precautions to take regarding COVID-19 when the first cases were reported in the United States, you might have had a medical consultant lead behind the scenes even though you spoke directly to your employees about the situation. If you're not known for your humility, it's time to start admitting what you don't know. When you catch yourself bluffing, stop and ask for clarification. Instead of undermining your leadership dreams, opening yourself up to new information and also being a little vulnerable will help you practice being a leader. Leaders aren't likely to know everything, but they're expected to gather enough information for an informed decision. Effective leaders know that a network is only as strong as its weak link. Instead of firing anyone who seems to be struggling, leaders educate and mentor staff members who need a little help. They recognize that businesses rely on employees, and they're willing to bring those employees to their full potential. Real leaders want to create new leaders instead of pushing everyone down. You can practice this effective leadership skill simply by staying alert to any opportunities to teach someone something new. If someone on your team admits to having trouble effectively using new software, schedule a time to give guidance. If a new employee is struggling to adapt to your company's processes, give them some tips (and consider updating the direction guide as well). Take it not to worry about yourself looming when you teach others. Stay positive and cheerful and that's when someone doesn't really want your input. Show that you are willing to give advice or teach practical skills but not force someone to be your mentee if they are not passionate about the opportunity. Great leaders know they have to listen to other people's concerns, knowledge and opinions to make informed decisions. However, there is a difference between absorbing information and making someone feel heard. Leaders achieve this through active listening and effective communication. Fortunately, you have many opportunities to refine this skill set every day. Start by making eye contact with everyone you talk to during the day, including the people who can order your coffee. Eye contact represents only one important aspect of your body language that helps other people feel like they have your full attention. Also show open body language by keeping your shoulders back. Walking away from a speakerphone, even while maintaining eye contact, signals that you're ready to leave the conversation, so avoid doing so until you've finished the conversation first by heart. Active listening also involves confirming what the speaker is saying. Test your understanding by repeating the main points. If you haven't fully understood the significance of the speaker, she'll have a chance to clarify. Hone your communication skills too by choosing more accurate words and explicitly determining your expectations about deadlines and action items. The best leaders seem to inspire and effortlessly motivate people to do their best. Although you can (and should) read entire books on the subject from successful leaders, figuring out how to keep your employees happy is key to encouraging them. Few people can feel energetic and inspired in their work when they lack the necessary tools, feel undervalued by their employer or worry about job security. Meet the basic needs of your team before you start practicing Oscar-worthy motivational speeches. Leaders are no strangers to confrontation, but the best leaders are prominent thanks to their ability to effectively resolve conflicts and continue to make progress on projects. It's better to train on your hands with these leadership skills. Even if you learn different conflict resolution strategies, your emotional responses may surprise you once you're really tasked with reassuring angry or frustrated colleagues. Therefore, schedule a conflict mediation leadership training for you for the senior employees. Did you know that Benjamin Franklin reflected on his behavior during the previous week and took notes on how to improve. Any ambitious leader could benefit from following Franklin's example and assessing situations retrospectively. If necessary, allow enough time to pass so you no longer get emotionally upset about the situation. Then, put on your critical thinking cap and rate yourself honestly. Self-reflection is a great way to learn from both your mistakes and your victories. You'll never try to grow your business without collecting and analyzing data. Why do you have to rely solely on your gut to assess your personal and professional growth? If you had a good day or week, think about what went well and why. What could you have done to be a better leader? Write down your new goals: Next time [Add a scenario here]. I'll [add a comment here]. Remember, the more you try to influence people, at the end of the day, you can only control yourself and your reactions. To truly understand what it takes to be a leader, learn as much as you can about people who have already gained a reputation as the good leader you want to be. Look for common clusters as you read stories from different leaders, such as dedication to a daily schedule, a positive attitude, or a specific method of handling conflict. Choose a role model and aspire to practice his leadership style. While you're researching different leaders, keep in mind that some successful business leaders may have followed methods where you're uncomfortable or it won't work for your small business. For example, Steve Jobs and Martin Luther King Jr. both looked like leaders, but they used completely different leadership styles (authoritative versus transformative). However, you can learn helpful tips and tricks from all sorts of leaders, even those who use completely different

strategies. Never pass up an opportunity to learn another person's approach to leadership. The worst thing that can happen is you'll eschew your beliefs. At best, you will grow into an even stronger leader. Leader.

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