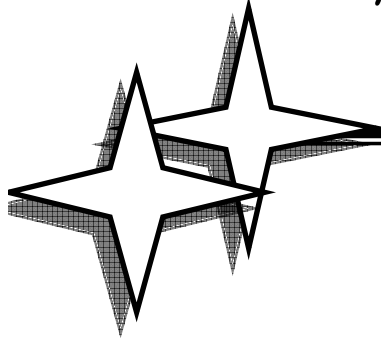


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Leadership Handouts

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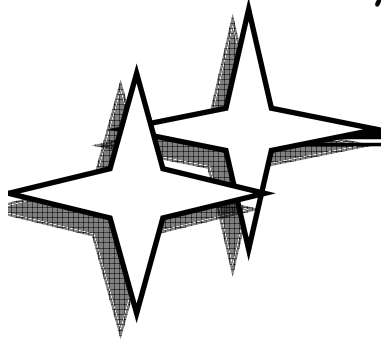
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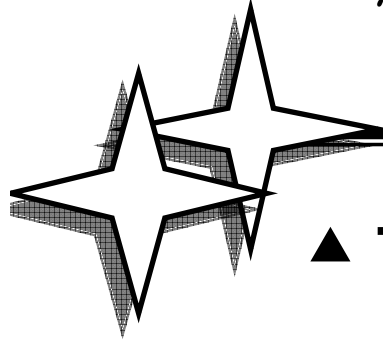
YouTube.com/KimberlyAlyn



Why Does it Matter?

**Only 15% of your success is due
to your technical knowledge~
85% of success is attributable to
your ability to express ideas,
arouse enthusiasm and lead people**

--Carnegie Institute of Technology



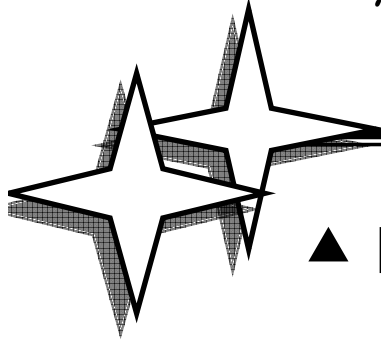
What is Leadership?

- ▲ **The Ability to Influence Others**
 - ✓ Positively
 - ✓ Negatively

- ▲ **What are Leadership Principles?**
 - ✓ Laws of leadership that do not change with time

- ▲ **What Defines an Organization?**
 - ✓ The quality of the leaders that make up the organization

- ▲ **Are Great Leaders Born or Made?**
 - ✓ BOTH



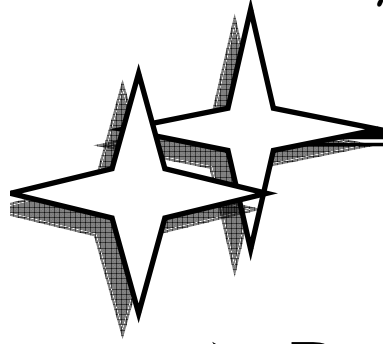
What Makes Someone A Leader?

▲ People want to follow that person

- ✓ The person has demonstrated an ability to influence others
- ✓ They have DECIDED to become a great leader
- ✓ People naturally want to follow that person

▲ Positional Leadership VS Real Leadership

- ✓ **Positional leadership:** people follow because of the position or title
- ✓ **Real leadership:** people follow because they are positively influenced



Positional Leadership

➤ **Positional Leaders Tend to:**

- ✓ **Yell at people**
- ✓ **Use force or threats to get things done**
- ✓ **Lead and manage by intimidation**
- ✓ **Talk down to people**
- ✓ **Criticize people in public**
- ✓ **Become threatened by people who pursue learning and self-development**



Leadership Quotes

**“It’s not the position that makes the leader,
it’s the leader that makes the position.”**

– Stanley Huferty

**“He who thinks he leads but has no
followers is only taking a walk.”**

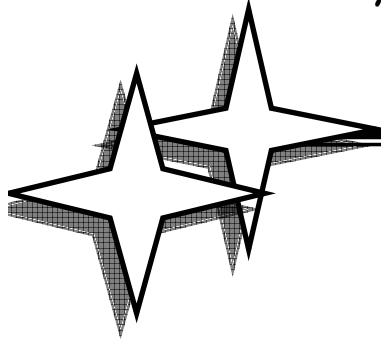
– Leadership Proverb

**“Being in power is a lot like being a lady. If you
have to tell people you are, then you aren’t.”**

– Margaret Thatcher

**“Great leaders don’t create more followers,
they create more leaders.”**

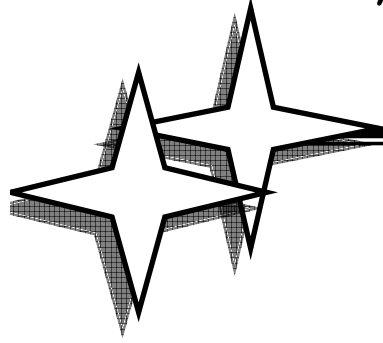
– Tom Peters



Management VS Leadership

Leadership and Management are **NOT** synonymous

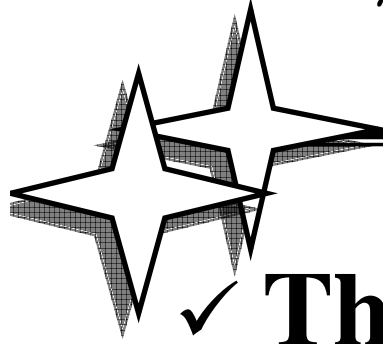
- ✓ Management is the ability to identify the workload/projects that need to be done and completing the administrative aspect of the projects
- ✓ Leadership is positively influencing others to **WANT** to get the projects completed



How Do You Influence Others?

- ✓ **By building relationships**
- ✓ **By demonstrating strong values, beliefs, and vision**
- ✓ **By setting the example**
- ✓ **By inspiring others and creating enthusiasm (talking about the vision)**
- ✓ **This is what creates a strong culture (changes: 6 mo- 1yr)**
- ✓ **People respond more to what they see than what they hear!**

Universally Desirable Attributes



✓ The GLOBE Study

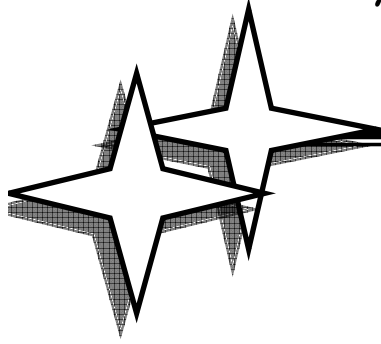
✓ 17,000 People

✓ 62 Countries

✓ 22 Valued Leader Attributes

✓ 8 Negative Leader Attributes

✓ Top 10 Positive / 8 Negative



Universally Desirable Attributes

✓ **Trustworthy**

✓ **Excellence-Oriented**

✓ **Honest**

✓ **Motivational**

✓ **Team Builder**

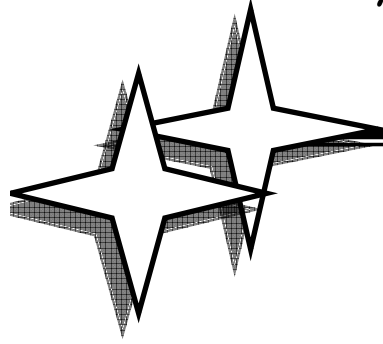
✓ **Foresight**

✓ **Communicator**

✓ **Win-win Problem Solver**

✓ **Decisive**

✓ **Administrative Skilled**



Universally Negative Attributes

✓ **Loner**

✓ **Anti-Social**

✓ **Irritable**

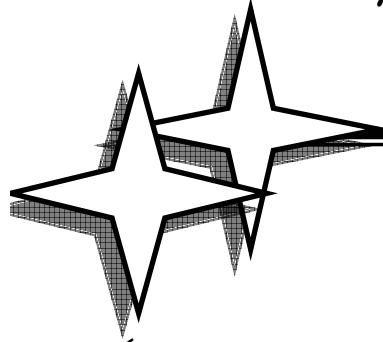
✓ **Dictator Style**

✓ **Ruthless**

✓ **Non-Cooperative**

✓ **Vague**

✓ **Egomaniac**



Why People Resist Certain Leadership

- ✓ **The leader is self-serving**
- ✓ **The leader is a hypocrite**
- ✓ **The leader loses vision or purpose**
- ✓ **The leader becomes a positional leader and manages by intimidation**
- ✓ **The leader lacks character and integrity**
- ✓ **The leader lacks competency**
- ✓ **The leader lacks initiative and doesn't produce results**



Nine Key Leadership Competencies

- 1. Character**
- 2. Personal Skills**
- 3. Interpersonal Skills**
- 4. Change Agent**
- 5. Command Presence**
- 6. Combines Vision with Action**
- 7. Results-Oriented**
- 8. Technology Proficient**
- 9. Ability to Develop Others**

The Rise of Greed and Decline of Personal Responsibility

- **1950 the average home size was 900-1000 square feet- today it's 2,500!**
- **The average family size was bigger but homes were smaller**
- **1950 average percent of income spent on non-necessities 30% - today it's over 50%**
- **1950 average American saved 9% of their income – today the savings rate is -1%!**

The Rise of Greed and Decline of Personal Responsibility

- **\$300 billion a year difference between what Americans owe in taxes and what they actually pay (over \$2,500 per household)**
- **Today, an American living at the US poverty level is still in the top 5% of income earners worldwide**
- **We want more, bigger, faster, and we want it now! Super size it!**

*SOURCES: U.S. Bureau of Labor Statistics, Consumer Expenditure Survey, U.S. Census Bureau, U.S. Department of Commerce International Labour Organization

The Rise of Greed and Decline of Personal Responsibility

- **The trend starts with over indulging children**
- **Let your kids learn the value of hard work, sacrifice, and savings!**
- **Over indulged children become over indulged adults who don't appreciate what they have!**

**It's easier to
build strong
children than
to repair
broken adults!**

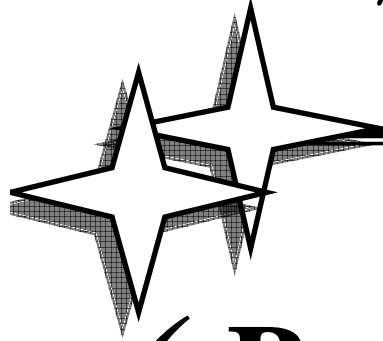
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Real Leadership Often Goes Against Popular Culture

...out of 48 Laws of Power...

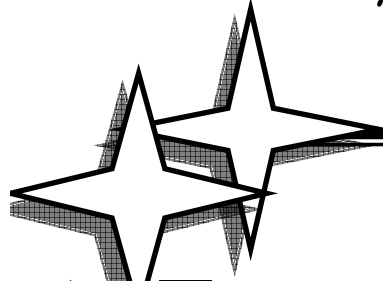
- ✓ Conceal your intentions
- ✓ Crush your enemy totally
- ✓ Get others to do the work for you but always take the credit
- ✓ Never put too much trust in friends—learn how to use enemies
- ✓ Keep others in suspended terror—cultivate an air of unpredictability
- ✓ Be royal in your own fashion—act like a king to be treated like one
- ✓ Pose as a friend / work as a spy
- ✓ Play on people's need to believe to create a cult-like following



- ✓ **Be prepared for the next generation**
- ✓ **The E Generation**
- ✓ **Rapid Rate of Change**



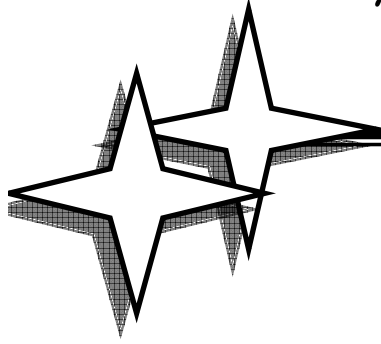
- **1991 less than 50% of all U.S. jobs required skilled workers**
- **By 2015 it is estimated that over 75% of all jobs will require highly skilled workers**



- **To achieve a 25% saturation rate in U.S. homes it took 35 years for the telephone**
- **25 years for television**
- **16 years for personal computers**
- **7 years for Internet**
- **3 years for PDAs**



- **The number of text messages sent and received every day now exceeds the population of the planet**
- **A weeks worth of New York Times contains more information than a person would come across in a lifetime in the 18th Century**



- **It is estimated that more unique, new information will be generated worldwide this year than in the previous 5,000 years combined**
- **The amount of new technical information is doubling every 2 years... it is predicted to double every 72 hours within the next 5 years**

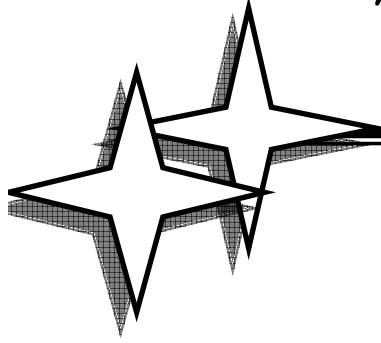


- **It is predicted that by 2013 a supercomputer will be built that exceeds the computational capability of the human brain**
- **By 2049 it is predicted that a \$1,000 computer will exceed the computational capabilities of the human race**



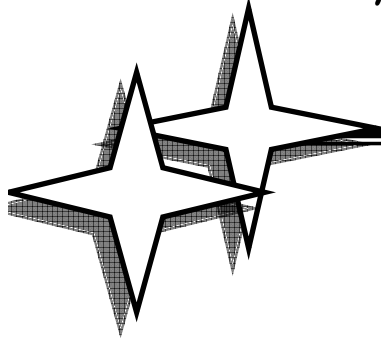
How REAL Leaders Build Teams

- ▲ **They make everyone feel like a valued team member**
- ▲ **They allow individual freedom to reach team results**
- ▲ **They coach people to work together to achieve the mission, vision, and goals**
- ▲ **They are not threatened by the success of others**
- ▲ **They give away credit to the team and accept responsibilities for team failures**
- ▲ **They foster and cultivate an atmosphere of TRUST**



How To Cultivate Trust

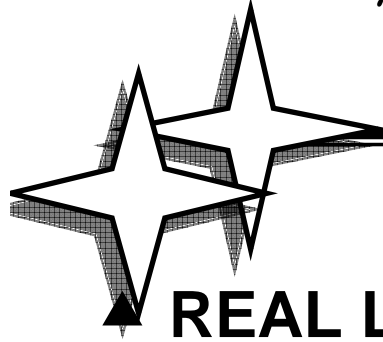
- ▲ **Be Honest**
- ▲ **Be Dependable**
- ▲ **Be Consistent**
- ▲ **Be Loyal**
- ▲ **Be Accountable**
- ▲ **Be Humble**



Staying Open to Creative Solutions

Problem Solving Requires Creative Thinking

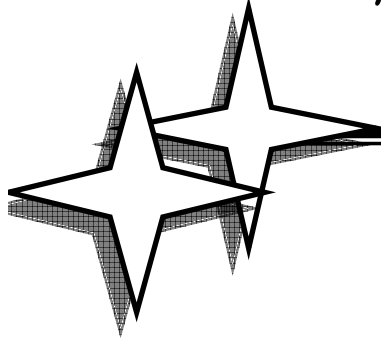
- ▲ Teams are the best approach
- ▲ Start With a **SAFE** environment:
 - ▲ Suspending judgment
 - ▲ Aiming high
 - ▲ Forgetting cynicism
 - ▲ Encouraging others



Higher Accountability

▲ **REAL Leaders have a higher standard and level of accountability to:**

- ✓ Support and live out the mission, values, and goals
- ✓ Have a great attitude
- ✓ Model great customer service
- ✓ Keep their behavior in check (on and off duty)
- ✓ They step up or they step down!
- ✓ Love what they do! They have a passion for it!



Real Leaders Complain Up the Chain

- ▲ Real leaders don't bad mouth the organization, supervisors, subordinates, or customers
- ▲ Real leaders don't complain down or across the chain
- ▲ Real leaders challenge others to do the same
 - ✓ Small minds talk about people
 - ✓ Average minds talk about events
 - ✓ Great minds talk about ideas



Five Fatal Flaws

Possessing one or more of these flaws makes it nearly impossible to be viewed as an effective leader:

- 1. Lack of honesty and integrity**
- 2. Inability to learn from mistakes**
- 3. Lack of initiative**
- 4. Lack of accountability**
- 5. Lack of openness to new ideas or suggestions**

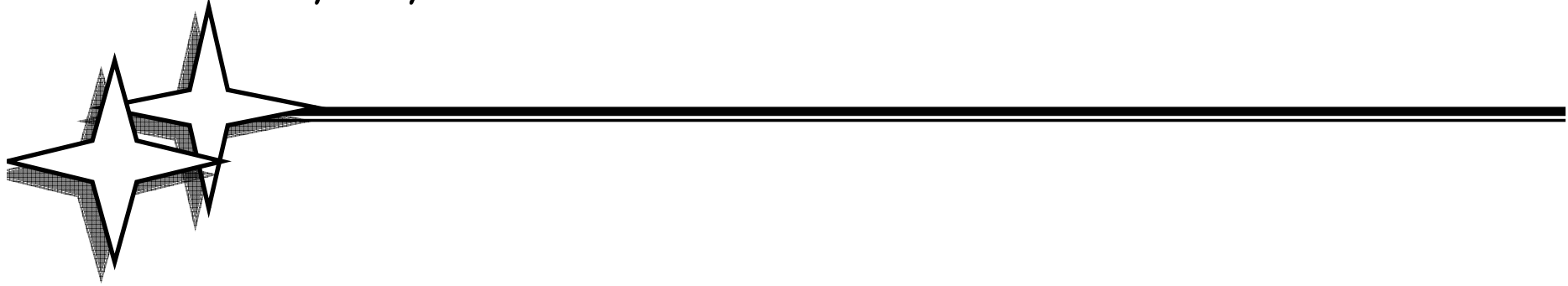


Curing Fatal Flaws

Using 360 degree evaluations will give you the input you need to recognize and change necessary behavior

- 1. Use on yourself**
- 2. Use on people you coach and mentor**
- 3. Have managers, subordinates, and peers fill it out**
- 4. Enter into spreadsheet to see results**
- 5. Initiate changes in behavior as needed**

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**To get the leadership
assessment/evaluation tools, go to:**

www.KimberlyAlyn.com/Assessment



Confidence and Competency

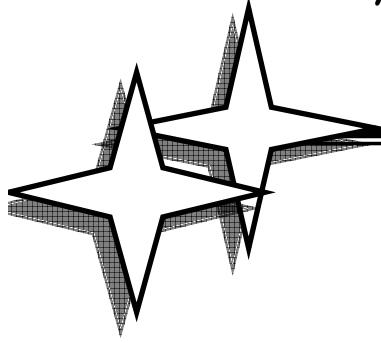
Managers or leaders that have a high level of confidence and a low level of competency are rated as the worst managers and leaders

- ✓ **They tend to deny feedback**
- ✓ **Everyone else is wrong or “out to get them!”**
- ✓ **They are reluctant to change behavior**
- ✓ **Self-confidence is imperative, but it must accompany competence**
- ✓ **Both self-confidence AND competence can be improved**



Real Leaders Develop Others

- ▲ **Start by developing YOURSELF**
- ▲ **Establish a self-improvement plan**
- ▲ **Establish a career plan with your vision and goals**
- ▲ **Set up an action plan to reach goals**
- ▲ **Share your self-improvement and career plan with those you want to develop**
- ▲ **Formulate a mentoring and coaching plan**



BE A LEADER!

Love What You Do!

Excel in Competency

Act with Integrity

Demonstrate Accountability

Empower Others

Respond Humbly

© Dr. Kimberly Alyn



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