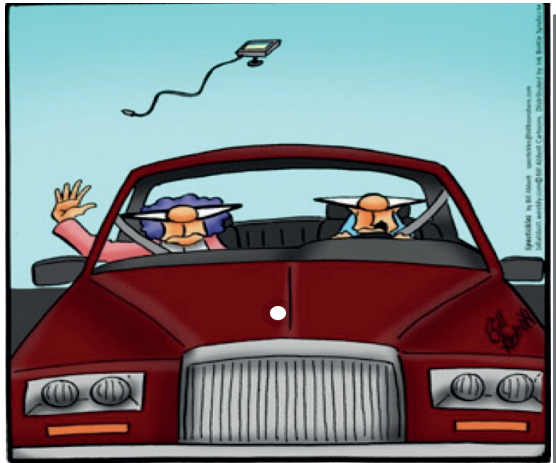
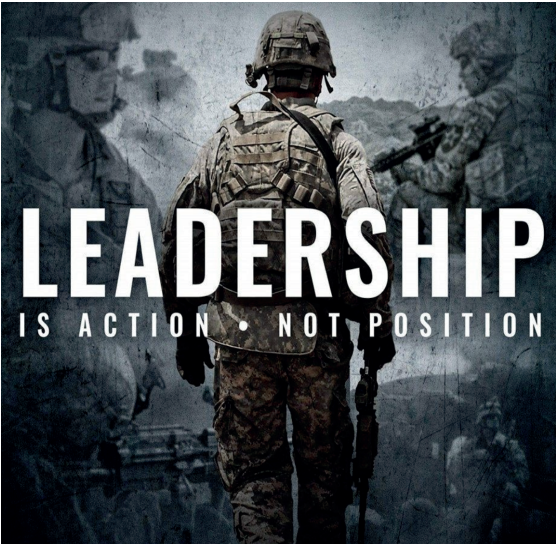


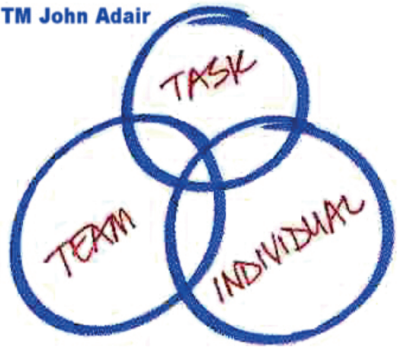
# LEADERSHIP SKILLS

Leadership is the art of motivating a group of people to act toward achieving a common goal. In a business setting, this can mean directing workers and colleagues with a strategy to meet the company's needs.



"She wasn't undermining your authority. The GPS lady was only telling me where to turn."

John Adair's Action-Centred Leadership model is represented by Adair's 'three circles' diagram, which illustrates Adair's three core management responsibilities. Very importantly, Adair was probably the first to demonstrate that leadership is a trainable, transferable skill, rather than it being an exclusively inborn ability. He helped change the perception of management to encompass leadership, to include associated abilities of decision-making, communication and time-management.



Authority belongs to the position title but power belongs to the ability to use the authority effectively

## POWER

Leadership power is the influence that leaders have over their followers. It persuades others to support their efforts and do as they ask. Influence is essential to leadership because leaders cannot exist without it. It is also a key component of power and authority. It involves the ability to force through decisions

### TYPES OF POWER

- Legitimate Power
- Information Power
- Expert Power
- Reward Power
- Coercive Power
- Referent Power
- Charismatic Power
- Moral Power

#### HOW POWER OCCURS

If we look at visible team like a sports team, the captain has the power and influence over the team - he may be in this position because he is the best player (expert), or because he is extremely popular with a lovely personality that people respect (charismatic) or he has been rewarded with this position (reward).

## AUTHORITY

Authority is when a person has the legitimate right make decisions and to give you an order or direction. This may be to enforce a law or simply to

### TYPES OF AUTHORITY

- Legal Authority
- Expert Authority
- Reverent Authority
- Reward Authority
- Punitive Authority

#### HOW AUTHORITY OCCURS

In any situation it will be necessary for a leader to use a level of Authority to instruct a team to complete a task. The authority may involve a legal implication such as the police enforcing a law, or through enforcing the outcome of attendance at work on time by putting «fines or deductions in place»