

# LEADERSHIP



## What Is Leadership

Leadership is a process by which an executive can direct, guide and influence the behavior and work of others towards accomplishment of specific goals in a given situation. Leadership is the ability of a manager to induce the subordinates to work with confidence and zeal.



## Vocabulary

**Accomplishment** : Something that has been achieved successfully.

**Induce** : Succeed in persuading or leading (someone) to do something.

**Zeal** : Great energy or enthusiasm.

**Efficiency** : The state or quality of being efficient.

**Multidimensional** : Of or involving several dimensions.

**Foresight** : The ability to predict what will happen or be needed in the future.

**Traits** : A distinguishing quality or characteristic, typically one belonging to a person.

## Characteristics of Leadership

- It is an inter-personal process in which a manager is into influencing and guiding workers towards attainment of goals.
- It denotes a few qualities to be present in a person which includes intelligence, maturity and personality.
- It is a group process. It involves two or more people interacting with each other.
- A leader is involved in shaping and moulding the behaviour of the group towards accomplishment of organizational goals.
- Leadership is situation bound. There is no best style of leadership. It all depends upon tackling with the situations.

## Importance of Leadership

Leadership is an important function of management which helps to maximize efficiency and to achieve organizational goals. The following points justify the importance of leadership in a concern.

- 1) Initiates action
- 2) Motivation
- 3) Providing guidance
- 4) Creating confidence
- 5) Building morale
- 6) Builds work environment
- 7) Co-ordination



## Qualities of a Good Leader

A leader has got multidimensional traits in him which makes him appealing and effective in behavior. The following are the requisites to be present in a good leader:

- 1) Physical appearance
- 2) Vision and foresight
- 3) Intelligence
- 4) Communicative skills
- 5) Objective
- 6) Knowledge of work
- 7) Self-confidence and will-power
- 8) Sense of responsibility
- 9) Humanist
- 10) Empathy



## Important leadership styles

**Autocratic leadership style:** In this style of leadership, a leader has complete command and hold over their employees/team. The team cannot put forward their views even if they are best for the team's or organizational interests. The leader himself gets the things done. The advantage of this style is that it leads to speedy decision-making and greater productivity under leader's supervision. This leadership style works only when the leader is the best in performing or when the job is monotonous, unskilled and routine in nature.



**The Laissez Faire Leadership Style:** Here, the leader totally trusts their employees/team to perform the job themselves. He just concentrates on the intellectual/rational aspect of his work and does not focus on the management aspect of his work. The team/employees are welcomed to share their views and provide suggestions which are best for organizational interests. This leadership style works only when the employees are skilled, loyal, experienced and intellectual.





**Bureaucratic leadership:** Here the leaders strictly adhere to the organizational rules and policies. Also, they make sure that the employees/team also strictly follows the rules and procedures. Promotions take place on the basis of employees' ability to adhere to organizational rules. This leadership style gradually develops over time. This leadership style is more suitable when safe work conditions and quality are required. But this leadership style discourages creativity and does not make employees self-contented.



**Democratic/Participative leadership style:** The leaders invite and encourage the team members to play an important role in decision-making process, though the ultimate decision-making power rests with the leader. The leader guides the employees on what to perform and how to perform, while the employees communicate to the leader their experience and the suggestions if any. The advantages of this leadership style are that it leads to satisfied, motivated and more skilled employees. This leadership style has the only drawback that it is time-consuming.



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