COMMUNICATION AS A BASIC TOOL FOR LEADERSHIP
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Being an administrator entails a lot of responsibilities in making sure that the department performs accordingly. For this to happen, the leader should be able to respond to the demands of the department and delegate work to the subordinates. Cooperation, trust and teamwork must be made visible so that the goals expected are results achieved.

How is does this made possible? Through proper communication. Being a leader, it is easy to just simply give tasks to individuals and expect results from them. If the results were unsatisfactory then he will require to it again or call up someone else to fix it. This will result to a problem towards the leader because of time constraints, not to mention resources wastage, and at the same time a gap between the leader and the subordinate.

Although this can be avoided if ever that the task was properly delegated and properly communicated. Communication is an indispensable tool in managing a group of individuals. Without it, the leader will find it very difficult for the members to follow instructions and carry out tasks. But, how does a leader communicate effectively?

Myatt 2012 suggests 10 ways how great leaders communicate to their followers.

The leader needs to gain the trust of the teachers. Of course being a leader, he should command respect but it doesn’t always work that way. Bear in mind that trust is earned and not forced. This is achieved by acting right, making right decisions, and thinking logically in various situations.

The leader uses dialogue and not monologue. Having a conversation with the teachers creates rapport. Issuing memos and flow sheets only creates a gap between them. By talking to the teachers, tasks are explained properly and therefore positive
results are achieved accordingly. At the same time, errors are avoided and time is not wasted. In the process, the leader acknowledges the concerns of the teachers and responding to them.

The leader is specific. A good leader gives specific and clear-cut details. This creates the impression that the leader is fit for the position and there will be no room for error in executing the task. Time and resources are not wasted and optimal results are gained.

The leader focuses on the leave-behinds and not on the take aways. A good leader through his course of administration leaves a good impression that the members would aspire to have as well. While communicating, the leader must influence the members, in this case the teachers, to do their best. Teachers must not only be able to get the memos, the tasks to do and the information they require, they must also be inspired to do things, to be aligned with the expectations and understand the vision being implemented.

The leader keeps an open mind. Rigidity and a closed mind close the doors of opportunities. The leader might want to have his way of doing things but must also seek other options suggested by the members. Of course, in every situation there will be opposing concerns. The leader must be careful enough to listen to those concerns not merely to convince them to change but to know what’s on their minds. Through dialogues, this is avoided and a smooth operation is achieved.

A leader listens. Listening gives the teachers the feeling that the leader is concerned about their welfare. If the leader does not listen to them, they will be on a defiant stance whenever the leader gives tasks. A good leader shows that he listens to them and acts on their concerns.

A leader has empathy and not ego. Being a leader it is easy to think that being the boss, their pride and arrogance can be easily be channeled to their members. This
only creates chaos in the team. Emphatic leaders communicate a level of authenticity and transparency. In turn, this results to trust and respect.

A leader knows how to read between the lines. They must have the ability to understand what is not being said, witnessed, or heard. There are matters that need not be spelled out therefore the leader must be sensitive enough to see things and understand situations.

A leader manifests intellect. When a leader speaks, he must know what he is saying. Leaders develop the technical command for the subject matter. If ever that he does not know anything about an issue be humble enough to admit it and take time to study it.

A leader adapts to the members. The leader must always be prepared to change the tone of the message or the level of information to suit it to the level of the listeners. It’s called developing an contingency plan. This ensures that the leader is well understood by all.

Reference:
Myatt, Mike, 10 Communication Secrets of Great Leaders, Forbes, posted April 4, 2012 retrieved from www.forbes.com/sites/mikemyatt/2012/04/04/10-communication-secrets-of-great-leaders