LEADERSHIP SKILLS

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Success of every organization depends on the effectiveness of the leadership.

In order for employees to deliver their best, superiors must share healthy relationship with them.

Skills are much important to have for a leader to function efficiently. Below are some of the important skills that a leader should possess.

1. The leader should implement rules and policies same for everyone. He should not have favoritism; nor to grant special favors.

2. Let the staff work well as a team. Encourage them to attend morning meetings or weekly meetings to talk about problems (if there’s any). Problems are better to solve as one, rather than to leave it unattended. Let the meeting informal, allowing employees to have coffee. Remember that individual would be hesitant to open up in a formal discussions.

3. It is a leader’s task to maintain the conflict-free environment of the workplace as nothing could be gained out of it. A leader have to make sure that there will be no problem between and among individuals. If a conflict arises, the leader should intervene and apply remedies right away. Have them to sit face to face and let them talk about the problem among themselves.

4. Set objectives. The targets must be clear to the employees as well as to what would be their role to achieve it. Establish the kind of discipline in the workplace. Time management
should always be observed by the employees and primarily by the leader; and should be strict on the implementation especially to those who does not obey the policy.

5. The leader must be a good listener that he/she could often interact with the employees. It could help to motivate employees to bear with the organization longer.

6. As much as possible, try to be a mentor to the employees, not to be very strict kind of leader. Give assistance and guidance on how to accomplish their tasks and assignments as well as on how to come out with innovative solutions.

7. Initiate lucrative incentive plans to bring out the best in them. Give them appreciation each time they do good work.

8. Encourage everybody to celebrate their birthday parties in the workplace. Let everybody enjoy together. Seniors must collaborate and participate with these activities.

9. Review the performance of the employees on a regular basis, making sure that employees are satisfied with their jobs. Roles and duties assigned to each employee should fit with their interests and specialization.

10. Promoting seminars and training programs would increase the skill efficiency level of the employees. Initiating a team building will surely strengthen the bond of the employees.

11. Make sure that each employee reaches their targets and in return, the organization must give employee’s profits. Remunerations must be given on time to maintain happiness with their jobs.

12. Continue the effective means of communication at the workplace. Everybody could make use of technologies to support regular dialogue.
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