



LEADERSHIP CHARACTERISTICS AND TRAITS

Qualities that help or improve Leadership

These words are not necessarily in any relative order of importance or logical grouping, but listed as an aid for those seeking to conduct leadership training sessions or for those desiring to improve their own skills as leaders. No one person possesses all of these traits.

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| APPROACHABLE | ABLE TO COMMUNICATE WELL (Verbal & Written, uses correct English - clear, concise) |
| ABLE TO PRAISE OR CRITICIZE EFFECTIVELY | ABLE TO ORGANIZE THOUGHTS & ACTIONS |
| ABLE TO ACCEPT CRITICISM GRACEFULLY | ABLE TO OFFER REASONABLE SOLUTIONS |
| ABLE TO IDENTIFY PROBLEMS | CREATIVE |
| CAN ACCEPT VIEWPOINTS OTHER THAN OWN | DELEGATES |
| DOESN'T DO IT ALL ALONE | ENERGETIC and develops this in others |
| DISPLAYS ETHICAL CONDUCT | ENJOYS PEOPLE & THE ACTIVITY |
| EDUCATED (but not know-it-all) | EMOTIONALLY UNDER CONTROL AT ALL TIMES |
| EXPERIENCED - KNOWLEDGEABLE | GOOD APPEARANCE |
| FLEXIBLE | GOOD PLANNER - GOOD JUDGMENT |
| GOAL SETTER & NOT DISTRACTED FROM THEM | GETS THE JOB DONE |
| GOOD DELEGATOR OF RESPONSIBILITY | HONEST - HAS INTEGRITY |
| GOOD PERSONALITY | HAS PERSISTENCE |
| HAS INITIATIVE | HAS AMBITION |
| HAS PERSEVERANCE | HAS ADMINISTRATIVE ABILITY |
| HAS ORIGINALITY | INVOLVED |
| HAS SENSE OF HUMOR | INTERESTED IN ORGANIZATION HE SERVES |
| INTERESTED IN OTHERS - IMPARTIAL | IS HELPFUL TO OTHERS |
| IS SOCIAL | LISTENS (Vital to success and yet we often ignore this key aspect) |
| IS CONCERNED ABOUT OTHERS | POPULAR |
| LIKABLE | PERSONABLE |
| PARTICIPATES | SELF-CONFIDENT (but not arrogant) |
| PERSUASIVE (able to enlist cooperation) | WELL-INFORMED |
| RESPONSIBLE (willing to risk failure) | WILLING TO CHANGE |
| TACTFUL | WARM AND FRIENDLY |
| WILLING TO LEARN | WILLING TO CUT OFF UNNECESSARY DRIVEL |
| WILLING TO LISTEN | |
| WITH LOTS OF ENTHUSIASM | |

These are a few of the starting points for any discussion of leadership. The entire subject of leadership is frequently neglected since we all like to think of ourselves as leaders and yet we often violate many of these guiding principles. How often do we sit down and evaluate our own actions?

Leadership is an intangible. We recognize it in others when we see it done well. Yet it is hard to define in black and white. Observe others. Avoid their mistakes. Improve your own weaknesses. Strive for excellence.

It has been shown that members of organized groups tend to desire a role structure that lets them know what they are expected to do. Without such structure, the individual suffers uncertainty, fears possibility of making serious errors and tends to be inhibited in making decisions and initiating action. If the leaders fail to provide structure, some other group member will emerge as an informal leader to fulfill the role functions that the formal leaders were expected to perform.

Disclaimer - This list is not original. It was obtained and developed over a period of time from a variety of sources and individuals. My thanks to all who helped me gather this list and prose, especially Dan Martin of Augusta, GA. Other principle sources include ASD and Square Dancing Magazines. Periodicals such as Bits and Pieces can aid in short illustrative stories. IBM book "One Leadership", was also used as a reference work. Try to personalize any presentation to add zest and life to your discussions on leadership.

March 8, 2010 (10:50am)

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