

Twelve Effective Leadership Tips For Managers



1. Value Your Team Members

- Your team members get the results you need
- They are your most valuable asset
- Treat them as such
- This is a foundational understanding to effective leadership



2. Practice Integrity

- Integrity builds trust
- Integrity = Doing what you say you will do
- So, under-promise and over-deliver
- Not the other way round!



3. Exceed Expectations

- Know what is expected of you and your team by your own line manager
- Then seek to exceed it together with those who work for your
- Effective leaders know their goals and the direction they need to go
- Keep those goals in focus



4. Practice LBWA

- Practice LBWA – Leadership By Walking Around.
- Once a day, leave your office and walk around speaking to your own employees
- You get important discussions & updates
- Opportunities to say thanks
- A way to see who may be struggling



5. Coach, Coach, Coach!

- Coach whenever there is a possibility
- For example, when people ask questions
- Or when you see a way to do a task better
- Or when delegating
- Keep developing your employees



6. Give Appreciation & Recognition

- Give specific appreciation/recognition regularly for tasks well done
- It is the number one motivator for employees
- It makes them feel valued for the work they do
- Also ensure to celebrate individual and team goals achieved



7. Delegate Regularly

- Delegate any small or even large tasks that is not important for you to do
- Or that someone can do better
- If there no effect if you don't do that task...delegate it!



8. Regularly Ask For Feedback

- When you give instructions ask for feedback
- Check how much they understood
- Miscommunication wastes so much time and resources
- Doing this will help to change that



9. Communicate Change Well Beforehand

- When bringing in a change, communicate it well before it happens
- Give people time to emotionally process the change
- Ensure you give reasons for the change together with the benefits
- You want them to buy-in to the change, not resist it
- Resistance reduces morale and wastes time and resources



10. Prioritise Your Tasks

- To prioritise a task, decide its importance and urgency
- **Importance** = there will be a consequence if I do not complete this task
- **Urgency** = this task must be completed by today
- ALWAYS start with important and urgent tasks
- Any task not important for your to do, try to delegate
- If you can't delegate them, complete urgent/not important next
- Spend some time on important/not urgent tasks each day



11. Provide Regular Feedback

- The best way to do this is through regular one-to-ones with each of your employees
- Once or twice a month meet each regularly
- Review their goals
- Praise them on their achievements
- Bring correction where needed, and coach them on areas of improvement
- Be clear. Are they exceeding, meeting, or below your expectations?



12. Have Some Fun!

- Create opportunities for fun at work where and when it is appropriate
- During team meetings, or after work dinners, or when celebrating people's birthdays etc
- Keep a positive atmosphere and have times when people can joke or let off steam

