

Twelve Leadership Tips For Managers



1. Value Your Team Members



- Your team members get the results you need
- They are therefore your most valuable asset
- So you should treat them as such
- This is a foundational understanding of 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 from your line manager or organisation
- Then seek to exceed it
- Effective leaders know their goals and the direction they need to go
- Always keep those goals and expected results in focus

4. Practice LBWA



- Practice LBWA – Leadership By Walking Around.
- Once a day, leave your office and walk around, speaking to your employees
- You get into important discussions & updates
- You gain opportunities to say thanks
- You also find out about someone who may be struggling

5. Coach, Coach, Coach!



- Coach whenever there is a possibility to do so
- For example, if a person asks for a solution, ask for theirs first (gets them to think and take ownership)
- Or when you see a way to do a task better
- Or when you delegate a task to someone
- It's a great way to 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 task that is not important for you to do
- Or that someone else can do better than you
- If there will be no negative effect if you don't do that task...then delegate it!

8. Regularly Check Instructions By Asking For Feedback



- When you give instructions ask the person 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 myself
- Urgency = this task must be completed by today
- ALWAYS start with important and urgent tasks
- Any task not important for you to do, try to delegate it
- If you can't delegate them, complete urgent/not important tasks 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