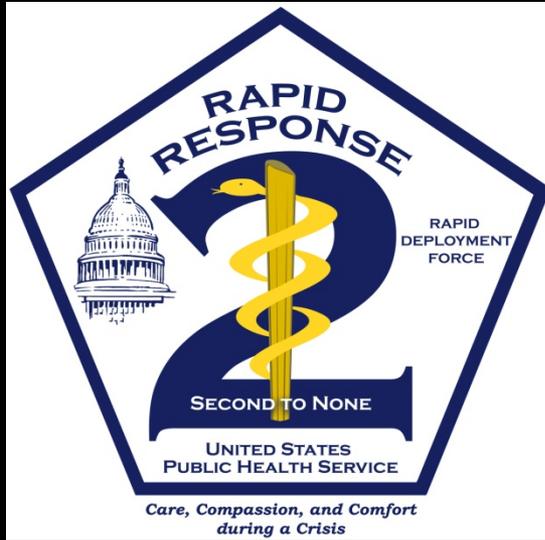


BASIC - LEADERSHIP

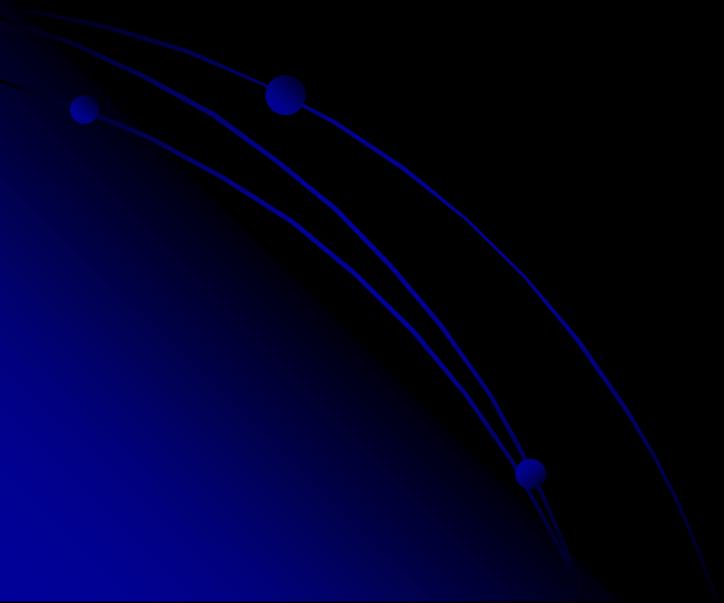


Team Commander
PHS-2 Rapid
Deployment Force

Supervisory
Investigator
USFDA/ORA
Harrisburg, PA

CAPT CALVIN W. EDWARDS MS•RS•CPH

LEADING WHEN
YOU'RE IN CHARGE



What is Leadership?

Leadership is the ability to influence others.

...so why would we want to influence others?

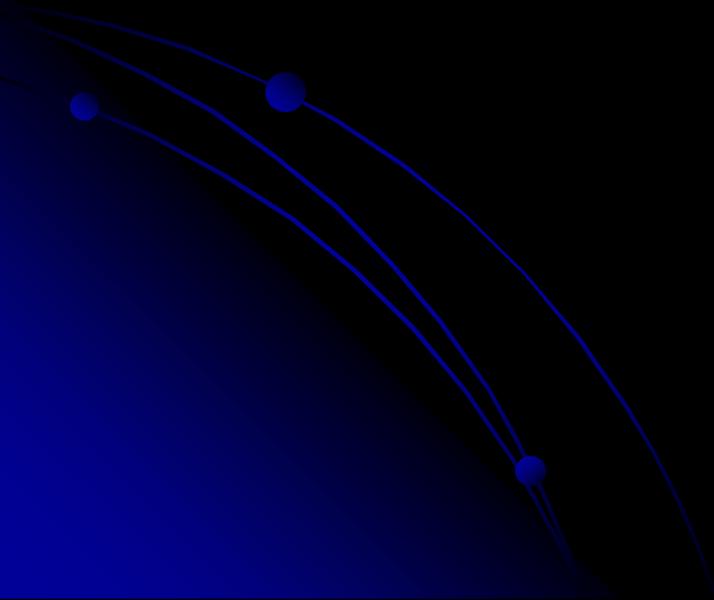


Basic Review

- 1) Do your job!
- 2) Choose a positive perspective
- 3) Support your management, coworkers, and organization
- 4) Develop time management skills
- 5) Seek and take responsibility
- 6) Invest in relationships
- 7) Self-introspection/self-development
- 8) Learn to say “It’s my fault.”
- 9) Learn to say “I’m sorry.”
- 10) Boldly be an example

Leadership and Management

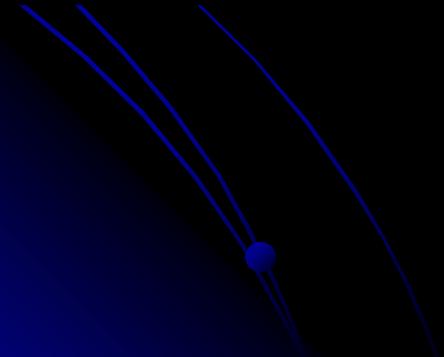
- Two different things
- Both are critical in any organization



Management

Set of well-known processes, like planning, budgeting, structuring jobs, staffing jobs, measuring performance and problem-solving, which help an organization to predictably do what it knows how to do well. Management helps you to produce products and services as you have promised, of consistent quality, on budget, day after day, week after week. In organizations of any size and complexity, this is an enormously difficult task. We constantly underestimate how complex this task really is, especially if we are not in senior management jobs.

John Kotter HBR January 9, 2013



Leadership is...

taking an organization into the future, finding opportunities that are coming at it faster and faster and successfully exploiting those opportunities. Leadership is about vision, about people buying in, about empowerment and, most of all, about producing useful change. Leadership is not about attributes, it's about behavior.

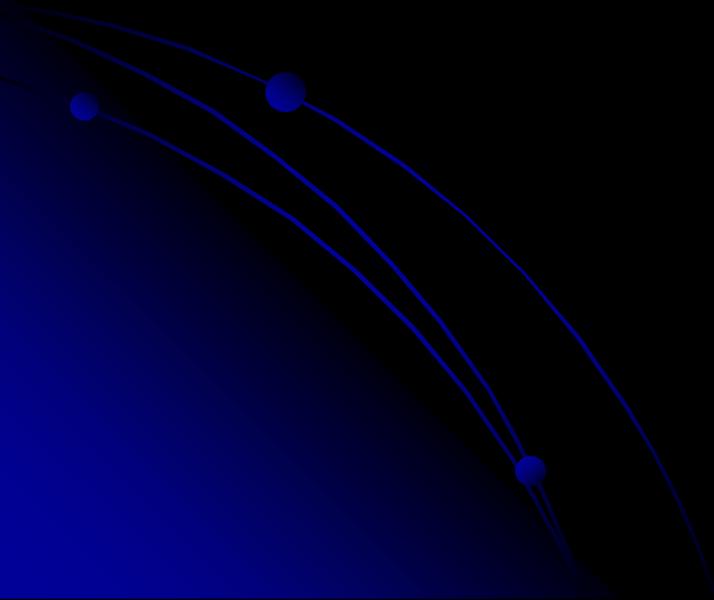
John Kotter HBR January 9, 2013



Leadership and Management continued

We manage things; we lead people.

- ADM Grace Hopper



Types of Leadership

autocratic, democratic, servant, transformative, transactional, laissez-faire, situational, doughnut, bureaucratic,

Lead like: Jesus, Gary Busey, a Girl, Ike

Leadership Secrets of (religious category): Jesus, Billy Graham, Mother Teresa, a Trappist Monk, Bhudda, King David, the Prophet Mohammed

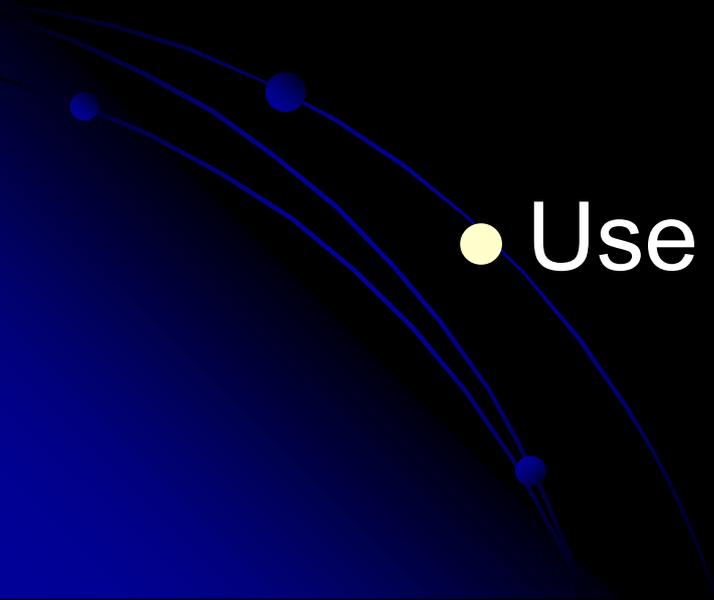
Leadership Secrets of: Attila the Hun, Genghis Khan, Santa Claus, the Rogue Warrior, Jack Welch, Colin Powell, Hillary Clinton, Richard Nixon, Saddam Hussein, Elizabeth I

Sports: New England Patriots, Washington Redskins, Mahendra Singh Dhoni (cricket)

Leadership Secrets (animal kingdom): of Squirrels, of the Canada Goose, Whispered by Horses

Note: if you put this much info on a slide in any presentation, you should be shot.

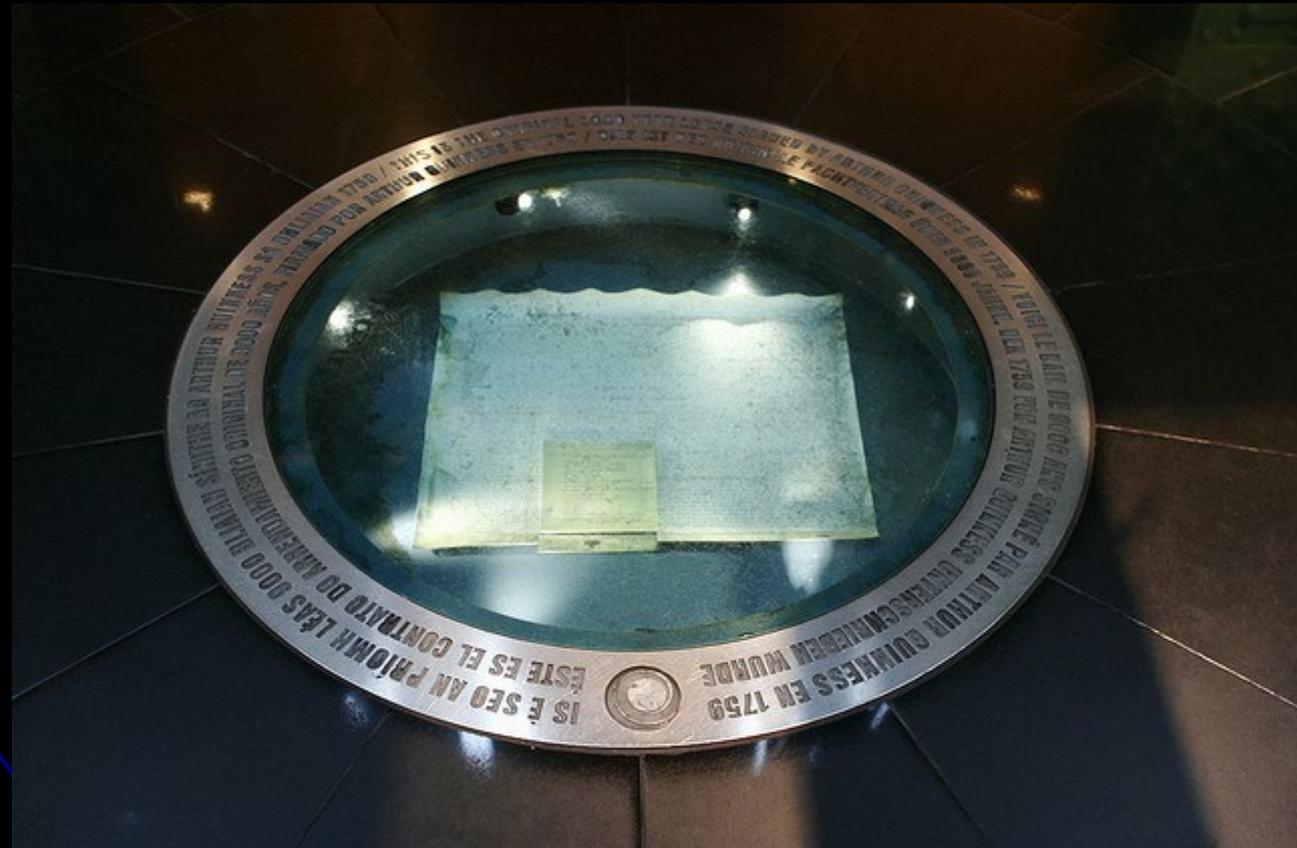
About these principles...

- Not written in stone
 - Part of my ongoing development
 - Use what you can
- 

Leader Effectiveness – Trait 1)

1) Vision

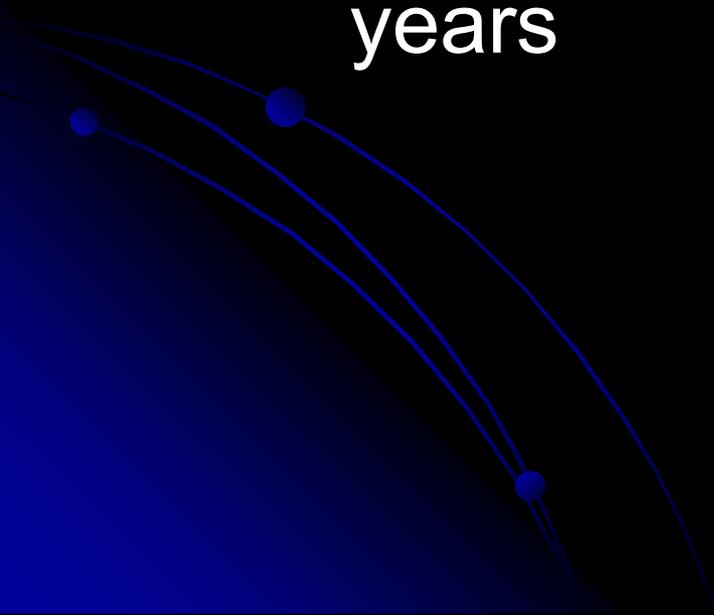
31 DEC
1759 –
Arthur
Guinness
signed a
lease



Leader Effectiveness –

1) Vision: Example

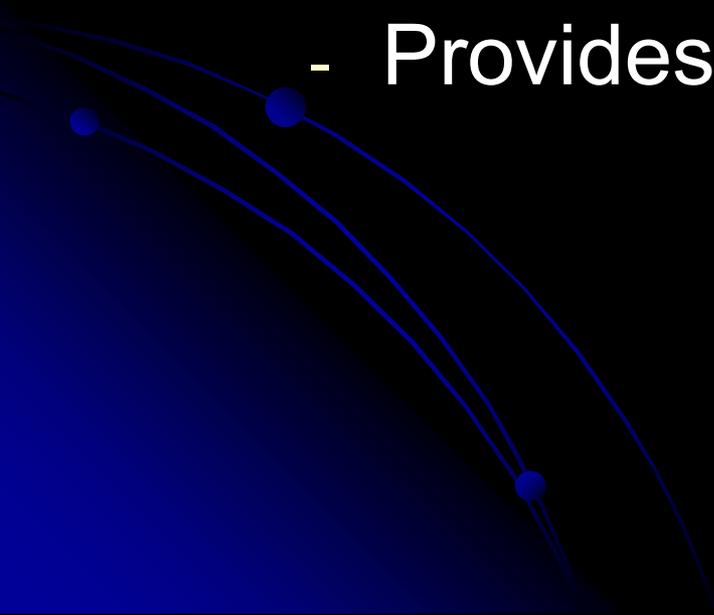
- Paid Dublin £45 per year for the land
- For 9,000 years
- Water rights acquired in 1784 for 8,975 years



Leader Effectiveness –

1) Vision: Summarized

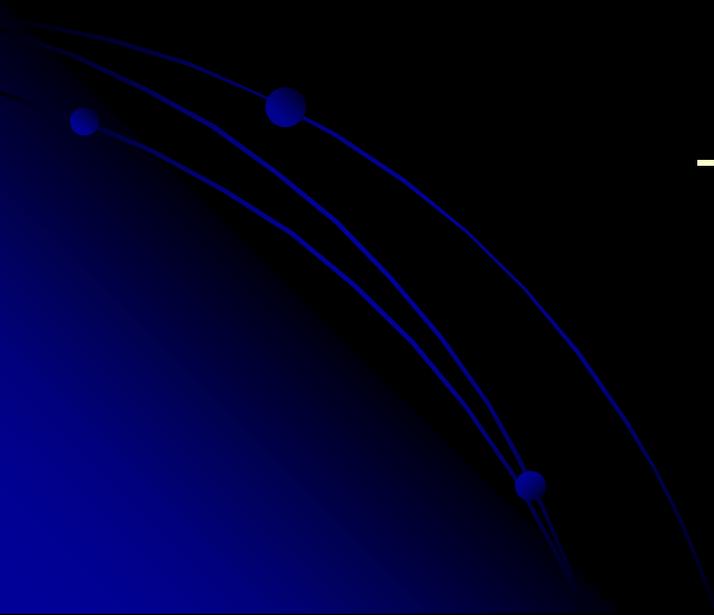
- Clear, realistic and attractive picture of a future organization
- Provides a path for communication



Leader Effectiveness –

1) Vision: Results

- Make it better.
- Make it happen.
- Make it last.



Leader Effectiveness – Trait 2)

2) Clarity

- forces you to answer/get answers to who, what, why when, where
- if you don't know what you want, how can your people give it to you
- err on the side of over communication
- 25 acres of grapes

Leader Effectiveness – Trait 3)

3) Love your people

- is an action verb
- is a deliberate decision to put the needs of others ahead of your own
- invest in relationships (MBWA)
- they will remember what you did, not what you intended to do

Leader Effectiveness –

3) Love your People: Quote

Rachel Dawes: Deep down you may still be that same great kid you used to be. But it's not who you are underneath, it's what you do that defines you.



Leader Effectiveness – Trait 4)

4) Know yourself/seek self improvement

- Myers-Briggs, DiSC inventory, colors
- one day leadership skills courses
- leadership books, electronic media (iPod, CDs, audible.com, free info on the web)
- Self-inspire

Leader Effectiveness – Trait 5)

5) Set the pace

- People will live up to or down to your expectations
- Physically, emotionally, professionally
- Set expectations – EMAPO – good job

Leader Effectiveness – Trait 6)

6) Seek counsel

- get input into your AOR (what are we missing...what do you think...you're better atthan I am)
- no buy-in without weigh in
- be a good enough leader to apologize when you blow it.

Leader Effectiveness – Trait 7)

7) **Make timely decisions**

- go with an 80% solution mindset
- don't worship consensus – you won't get it
- take advantage of fleeting windows of opportunity

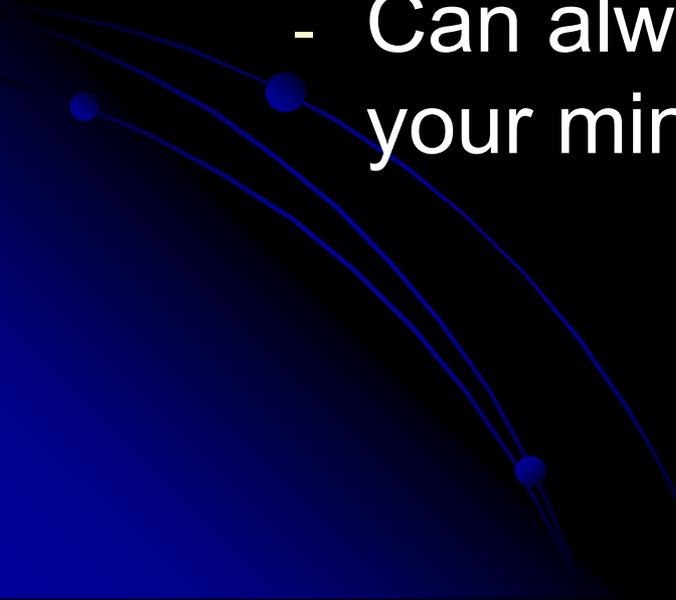
Leader Effectiveness – Trait 8)

8) Delegate, delegate, delegate

- If you are the only person authorized to do the deed, you can't delegate it.
- You CAN delegate everything else (didn't say you'd be comfortable with it...).
- Every second you spend doing something someone else can do is an eternity you waste NOT doing something ONLY you can do

Leader Effectiveness – Trait 9)

9) Overcommunicate

- Overcommunication is under rated
 - Can always ignore you, can't read your mind
- 

9 Leader Effectiveness Traits

- 1) **Vision**
- 2) **Clarity**
- 3) **Love your people**
- 4) **Know yourself/seek self improvement**
- 5) **Set the pace**
- 6) **Seek counsel**
- 7) **Make timely decisions**
- 8) **Delegate, delegate, delegate**
- 9) **Overcommunicate**

Leadership

“Leadership is not keeping your boss happy; avoiding trouble; accumulating power, perks and privileges; staying really busy; or getting to the bottom of your in-box. Leadership is serving your people, serving the mission, giving power away, and raising the level of dignity and integrity in your organization

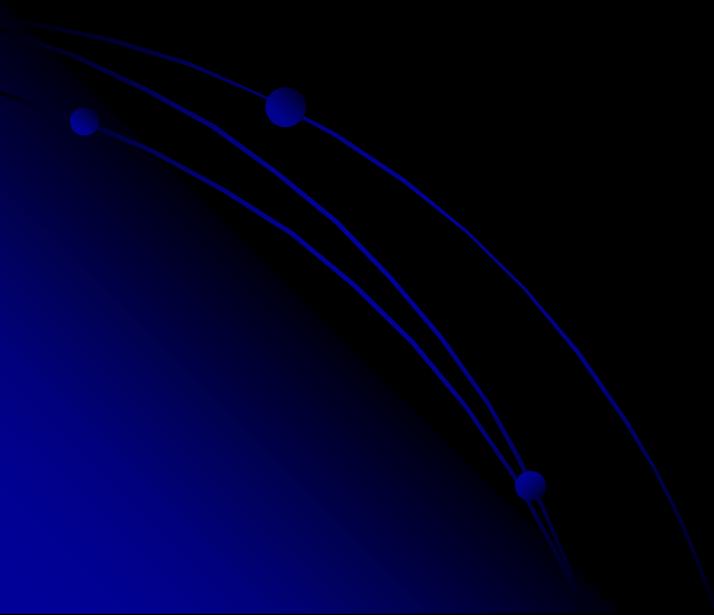
Rules and Tools for Leaders; MG Perry M. Smith, Ph.D.

Leadership Landmines

- 1) **Politics (D,R,I,L,G,S,C,T,O)**
- 2) **Getting a laugh at a subordinate's expense**
- 3) **Complaining**
- 4) **Emotional time bomb**
- 5) **Can't simultaneously antagonize and build relationships**
- 6) **You can't please everyone**

Leader Self Development

Leadership can be
lonely!

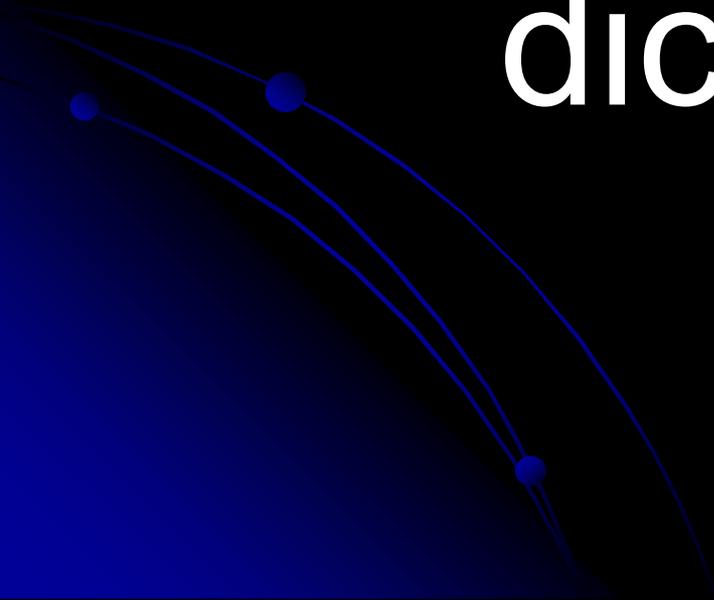


Leader Self Development continued

Your future has not yet been
determined!

It's not where life will lead
you, it's where *you* will lead
your life!

Benevolent,
counsel-seeking
dictator

The image features a dark blue background with a gradient. In the bottom-left corner, there are three curved blue lines that sweep upwards and to the right. Three small blue dots are placed along these lines, following their curvature.