**PAPER PRESENTAION**

**ON**

**LEADERSHIP SKILLS**

**BY**

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**What Are Leadership Skills?**

When we talk about leadership skills, what exactly do we mean? Leadership skills are the tools, behaviors, and capabilities that a person needs in order to be successful at motivating and directing others. Yet true leadership skills involve something more; the ability to help people grow in their own abilities. It can be said that the most successful leaders are those that drive others to achieve their own success.

**A Born Leader?**

You’ve certainly heard the phrase. Who do you think of when you hear it? Martin Luther King, Jr., Mahatma Ghandi, or other world-famous leaders in history? Or perhaps there are leaders in your own life that have had a positive impact on you. What skills did all of these people have that made them effective leaders? Here are a few, but there are certainly others:

* Is Committed to a Vision or Mission
* Understands His or Her Role
* Demonstrates Integrity
* Sets an Example
* Understands How to Motivate the Behavior of Others
* Communicates Effectively
* Is Willing to Take Risks
* Is Adept at Problem-Solving

**Understanding Your Role: Leading vs. Managing**

Management and leadership skills sets are both important in guiding the development and success of any organization. Yet we often confuse the two. Managers may fail to lead and then wonder why they are having difficulty getting people to work at their best ability. Or leaders may fail to manage and then not understand why they can’t seem to get jobs done on schedule or on budget. In many cases your role requires both skill sets in equal frequency. In others, you might concentrate on one skill set and only need to adapt the other in specific circumstances.

You can learn to discern the two different types of skills, as well as when to put them into use in order to perform at your best. Some of the questions that will be answered in this chapter are:

* What is the difference between being a manager and being a leader?
* How do I know what role I have, no matter what my job title says?
* How can I determine what skills are appropriate in my role and for the task at hand?

**Differentiating Between Management Skills and Leadership Skills**

What do you think of when you hear the terms ‘management skills’ as opposed to ‘leadership skills’? Undoubtedly you have at least a general notion of each term. Yet when it comes to articulating the difference, it can be difficult to separate specific skills into one set or the other. Don’t the two have aspects in common? Certainly. However, to develop into the best leader you can be, you need to understand how they are different as well.

Here’s one way to differentiate between the two skill sets:

* Management skills - the skills required to manage resources in order to deliver a task, product, or service.
* Leadership skills – the skills required to engage with, motivate, and persuade people to buy-In to a vision, objective, or goal.

**Leadership Styles**

You’ve just learned how your ability to lead can be impacted by your personality style and the personalitystyles of those on your team. But there will of course be times when you need to lead in a style that is bestfor getting the particular job done. You can modify it when you can in order to work best with thepersonality styles on your team. But you should also be able to recognize when you need to change whatyou are doing, not just how you are doing it, in order to lead the team as a whole towards success.

**The Autocratic Leadership Style**

 The autocratic leader chooses to make the majority of decisions on his or her own. These leaders prefer to keep control and responsibility over the projects that they are assigned. This means that they aren’t very likely to delegate decision making to others. They prefer a clear structure and set rigid expectations. These leaders rarely consult with others and aren’t very interested in developing their own skills or those of their employees. This style of leadership is rather old-fashioned now, but it still exists because there are times when it still works best.

**Advantages**

There are several benefits to this type of leadership for the leader, including a reduction of stress for the leader because he or she knows that they are in complete control. Decisions can be made quickly because there is no need to have a long consultation process before moving ahead. When speed is important this is a good choice because not only are decisions made quickly but employees tend to be more productive – as long as the boss is actually there. So for unmotivated employees, this can be a helpful style. Even if this isn’t your normal style, it can be useful for projects that have to be implemented in a hurry.

**Disadvantages**

This kind of decision making isn’t going to be popular for the long-term. Plus, it can have detrimental effects on the workforce as a whole. When decisions are made in their entirety by the leader, team members don’t have the chance to develop their decision-making skills or other leadership skills.

**The Democratic Leadership Style**

The democratic leadership style is just what you would think – it’s all about making decisions as a group. The team shares the responsibility for making the decisions, making changes, and making deadlines. The leader delegates a great deal of the work, letting others have a say in what portion of the work they take on.

**Advantages**

In a democratic leadership situation, team members are often more dedicated to their work because they feel that they have had input in not just what was done but how it was done. They take ownership of situations because that ownership is entrusted to them, and they are usually willing to work harder because they know that they will share in the credit. The sharing of credit also goes a long way to reducing the amount of internal politics because there is less need for competition.

**Disadvantages**

The fact that everyone is continually consulted in the decision-making process means that decisions cannot be made quickly. If there is a high-pressure, or a need for fast decisions, this style will not work. In fact, the leader may be forced to change to an autocratic style in some cases, which could cause someresentment. This kind of style requires that the leader must work at creating a balance between allowingothers to take the lead and keeping control of the overall process.

**The Bureaucratic Leadership Style**

In a bureaucratic leadership arrangement, the focus for the leader is on making certain that employees follow the rules with consistency. This style became very popular when the industrial era began because factory work requires specific rules and procedures in order to ensure consistent quality and to protect the health and safety of the workers. In this leadership situation, the leader gains authority more from his position than for other reasons.

**Advantages**

When consistent output is required and quality is of the utmost importance, this style can be very useful. It’s also a good choice when work is repetitive but must be done the exact same way each time. When tasks are highly segregated and dependent on each other, the bureaucratic style can work well. It also helps in situations where cutting costs and improving productivity are priorities or are how you are measured or evaluated.

**Disadvantages**

When there is no difference in work from day to day and no choice in how the work is performed, the environment can be very de-humanizing to individuals. Employees are expected to perform their duties repetitively and without any personal creativity which can harm an organization in the long run.

**The Charismatic Leadership Style**

With this style, the main characteristic is the leader’s ability to inspire others. They do so through

commitment to a vision which they are charged with communicating to their team. It is possible that the leader will actually have to create the vision as well, requiring the ability to generate excitement in others about new, possibly risky ideas.

**Advantages**

When a charismatic leader is successful, the team is powerful. They are committed, loyal, and willing to deliver above and beyond what is expected of them. This type of leader includes and encourages each member of the team and focuses on the development of each member’s skill set. The team can be wildly creative and generate interesting, forward-thinking solutions to existing or new problems. Each team member will tend to become a leader on their own by helping their fellow team mates and encouraging them to remain committed to the vision as well.

**Disadvantages**

As mentioned, this type of leadership requires a great deal of time for the leader. He or she must

constantly be responsible for representing the vision of the organization and embodying it in all that they do. It can be stressful to do so, especially when it takes time away from other responsibilities that are required in their position. Plus, since so much relies upon the personal relationships that the leader has with the team members, there is little room for making normal human errors. Mistakes that would go unnoticed in other leadership styles could be detrimental to the function of a charismatic leader.