

Leadership For Success

Building a Better Life...

Concrete Steps for Success

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Building A Better Life Success Summary

- **Attitude**
 - “We become what we think about!”
- **Goal Setting**
 - Is the Master Skill of Success
 - “We become what we think about” and
 - Everything comes faster when we **write** our goals out.

Building A Better Life Success Summary

- **Time Management**
 - Knowing our goals and priorities, we should always ask: “What is the most valuable use of my time right now?”
 - Pareto’s Principal (80/20 Rule)
- **Communication Skills**
 - Seek first to understand, then to be understood. (Covey’s Habit 5)

“Leadership is the ability to elicit extraordinary performance from ordinary people.”

Brian Tracy, Motivational Speaker

“If you think you’re leading
but no one is following,
then you are only taking a walk.”

John C. Maxwell

Qualities of Effective Leaders

Leadership Exercise

1) List three great leaders from any time in the past who you most admire and whose qualities you would like to emulate.

1. _____
2. _____
3. _____

2) List the attributes that made these three leaders great.

_____ _____ _____
_____ _____ _____
_____ _____ _____

3) List three current great leaders who you most admire and whose qualities you would like to emulate.

1. _____
2. _____
3. _____

4) List the attributes that make these three current leaders great.

_____ _____ _____
_____ _____ _____
_____ _____ _____

5) List one leader/mentor who personally influenced you the most, guided you, mentored you, gave you advice and helped you be successful.

1. _____

6) List the attributes that made this leader/mentor so important in your life.

_____ _____ _____
_____ _____ _____
_____ _____ _____

What Makes a Great Leader

- List three great leaders from any time in the past who you most admire and whose qualities you would like to emulate.
- List the attributes that made these three leaders great.
- List three current great leaders who you most admire and whose qualities you would like to emulate.
- List the attributes that make these three current leaders great.
- List one leader/mentor who personally influenced you the most, guided you, mentored you, gave you advice and helped you be successful.
- List the attributes that made this leader/mentor so important in your life.

Great Leaders, Past and Present

- Mahatma Ghandi
- Martin Luther King, Jr.
- Abraham Lincoln
- Rosa Parks
- Nelson Mandela
- Ronald Reagan
- Winston Churchill
- Franklin D. Roosevelt
- Mother Teresa
- George Washington
- Pope Francis
- Oprah Winfrey
- Albert Einstein
- Walt Disney
- Desmond Tutu
- Thurgood Marshall
- Ben Franklin
- Frederick Douglass
- Christopher Columbus
- Others

Attributes of Great Leaders

- Innovative
- Courageous
- Determined
- Persuasive
- Brave
- Charismatic
- Great Communicator
- Compassionate
- Visionary
- Inspiring
- Self-Confident
- Knowledgeable
- Strategic
- Change Agent
- Respectful
- Open-Minded
- Proactive
- Flexible/Adaptable
- Motivator
- Delegator

Qualities of Effective Leaders

- What makes an effective leader?
- Which of these attributes are skills (can be learned) and which are talents (natural, born with)?

A Leader...

- Develops a Mission and Vision
- Communicates that Vision
- Inspires People to Set and Prioritize Goals to Deliver that Vision
- Motivates People to Set, Prioritize and Take Actions to Deliver the Goals and Vision

Leadership Definition

Leadership is “a process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task.”

Chemers M. (1997) *An Integrative Theory of Leadership*

Leadership

“Leadership is the phenomenon of someone following someone else because they want to, not because they have to.”

Larry Wilson

Are You a Leader or Manager?



Are You a Manager or Leader?

Manager

Surrender to the context

Copy

Prisoner of it

Administers

Maintains

Focuses on systems &
structure

Relies on control

Leader

Master the context

Original

Shape it

Innovates

Develops

Focuses on people

Inspires trust

Warren Bennis: "On Becoming a Leader"

Management versus Leadership

Manager

Accepts status quo

Short-range view

Asks how and when

Classic good soldier

Eye on bottom line

Follower--can be taught

Does things right

Leader

Challenges status quo

Long-range perspective

Asks what and why

Is her own person

Eye on the horizon

Visionary—Has to be learned

Does the Right Thing

Warren Bennis: “On Becoming a Leader”

Covey's 7 Habits of Highly Effective People

Habit 7: Sharpen the Saw

	Interdependence
Public Victory	Habit 6: Synergize
	Habit 5: Seek First to Understand, Then to be Understood
	Habit 4: Think Win / Win
	Independence
Private Victory	Habit 3: Put First Things First
	Habit 2: Begin with the End in Mind
	Habit 1: Be Proactive
	Dependence

Habit 1: Be Proactive

- Positive
- Take Responsibility
- Self-Starters
- **“We become what we think about”**

Proactive Definition

- “Acting in anticipation of future problems, needs or changes.”
(Merriam-Webster Online Dictionary)
- “Creating or controlling a situation by causing something to happen rather than responding to it after it has happened.”
(New Oxford American Dictionary)

Proactive Language of Leaders

PROACTIVE

- I can
- I choose
- I can
- I will
- I will
- I am responsible
- It was my fault
- I control my future
- Let's solve it
- I will find a solution

REACTIVE

- I can't
- I have to
- I wish or I hope
- I'll try
- I should
- He is to blame
- It was their fault
- He controls my future
- Life is full of problems
- It will never work

Leadership Law of Control Formula

$$E \times R = O$$

Event x Response = Outcome

Responsibility vs. Blame

“A man can fail many times, but he isn't a failure until he begins to blame somebody else.”

John Burroughs

Leaders Focus on Future

- Forgive

“Forgiveness does not change the past,
but it does enlarge the future.”

Paul Boese

Universal Laws of Success

- Law of Control
- Law of Cause and Effect (Sowing/Reaping)
- Law of Belief
- Law of Expectation
- Law of Attraction
- Law of Concentration
- Law of Substitution
- Law of Correspondence

Leaders are Change Agents

“Change is the law of life.
And those who look only to
the past or present are
certain to miss the future.”

John F. Kennedy

Anti-Change

“Why....

Because that's the way we
have always done it.”

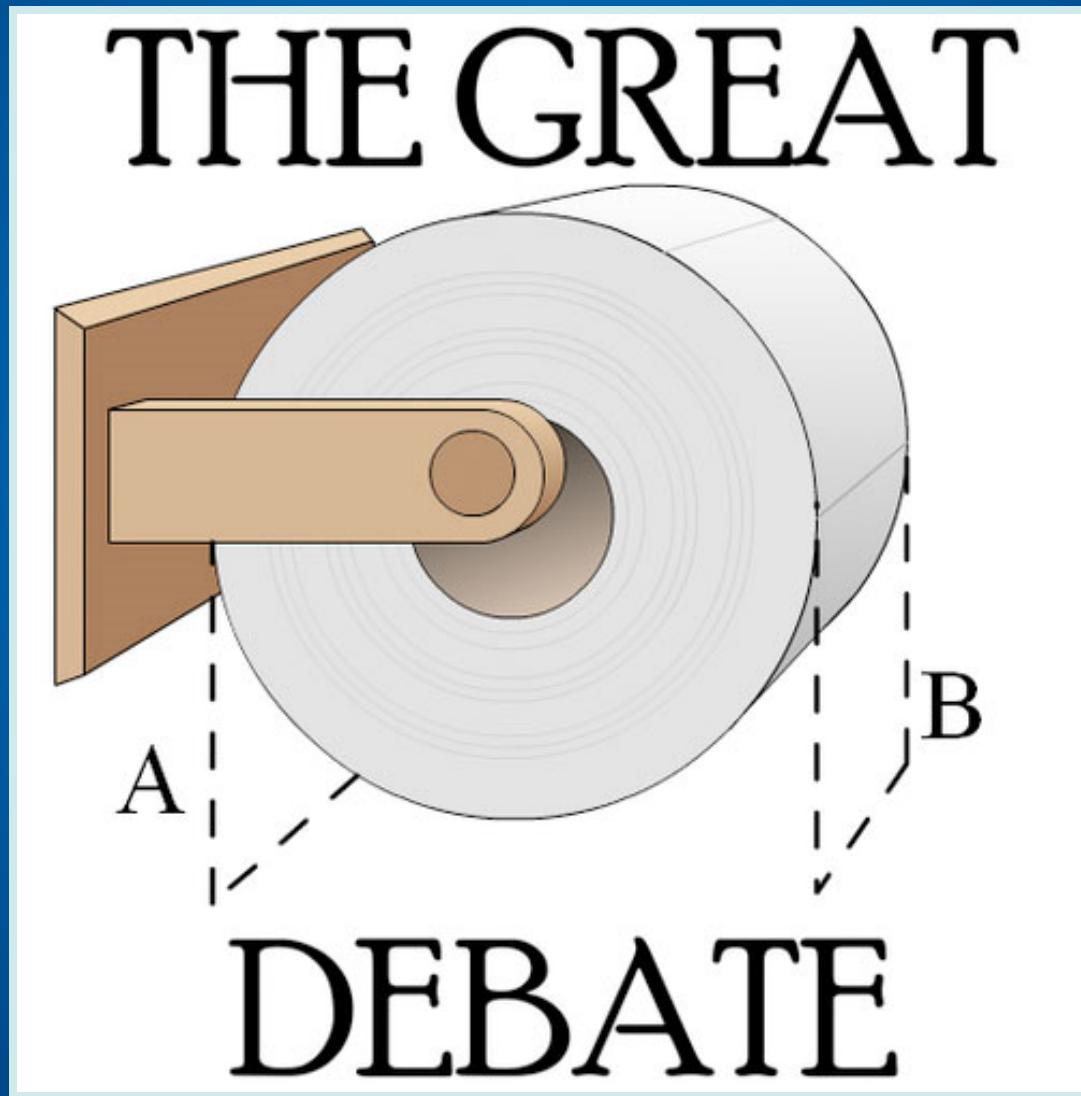
Managers Throughout the World

Fear vs. Courage

“Do the thing you fear
and the death of fear
is certain.”

Ralph Waldo Emerson

The Way We Always Do It...



Change for Success

“If you keep doing what you have been doing, you will keep getting what you have been getting.”

Benefits of Change

- Accomplish goals
- Move towards success
- “Leave no regrets”

Change for Success

“Even if you're on the right track,
you'll get run over if you just sit there.”

Will Rogers

Change

“If you do not change,
you can become extinct.”

“Who Moved My Cheese”
Dr. Spencer Johnson

Change

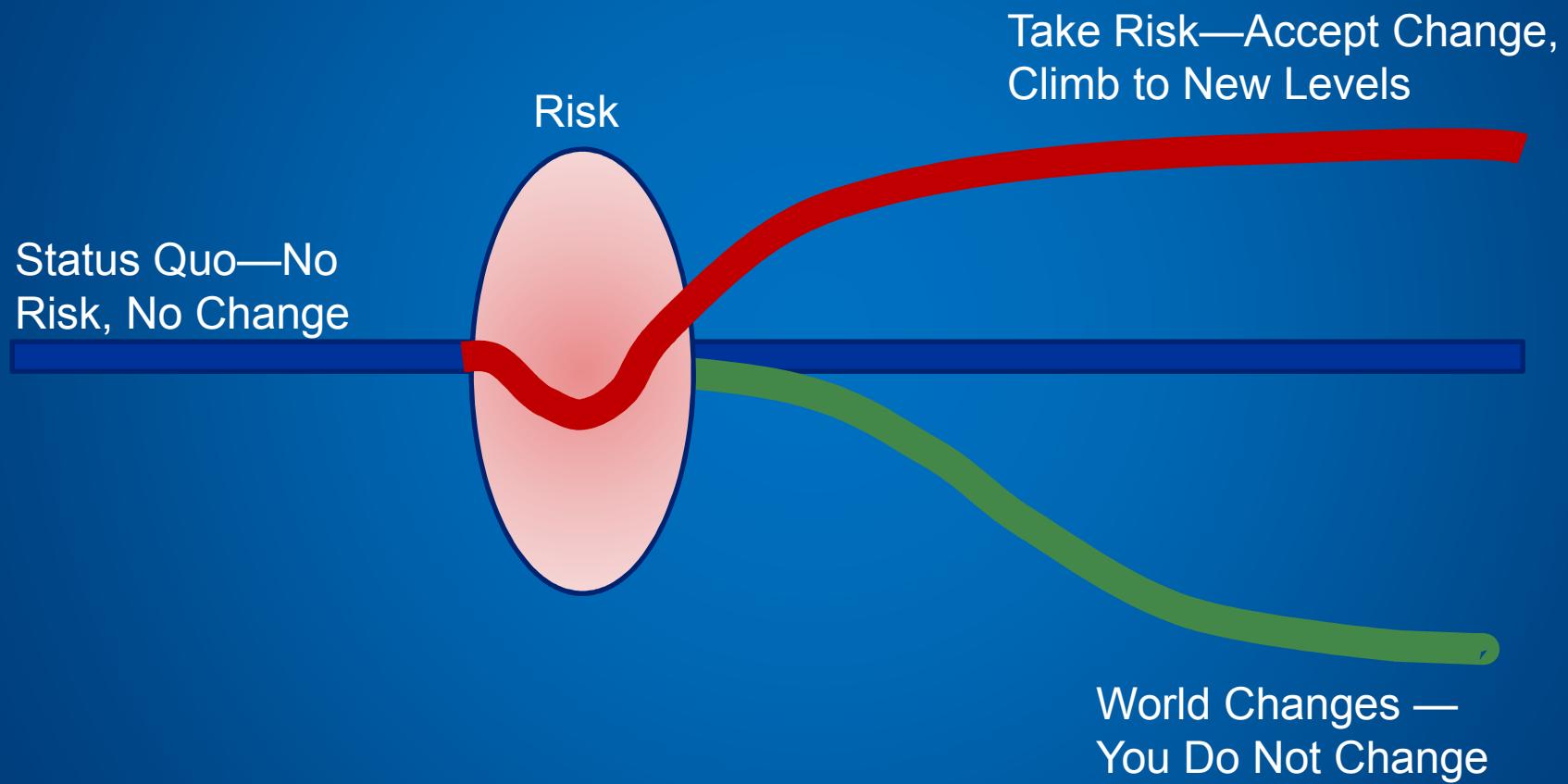
“Man cannot discover new oceans unless he has the courage to lose the shore.”

Andre Gide

No Change = Extinction

- Manual Drafting
- Encyclopedias
- Wind-up Swiss Watches
- Typewriters
- Film Cameras
- 8-Tracks, Cassette Players, Records
- Betamax, VCR
- Telegraph

Risk of Change



Positive Change

“The best time to plant a tree
is 20 years ago.
The second best time
is today.”

Ancient Proverb

Habit 2 – Begin with the End in Mind

- All things are created twice:
mental then physical

Leaders Are Goal Driven

“If you don’t have goals for yourself,
you are doomed forever to work to
achieve the goals of others.”

Brian Tracy

Setting Goals

“Goal setting
is the
master skill of success.”

Brian Tracy

Reasons to Set Goals

- Set direction
- To grow (in the right direction, consciously)
- To be aware of what one wants and then to set about doing it
- Measure accomplishments

Reasons People Do Not Set Goals

- Fear of failure
- Fear of success
 - Others won't like me, ridicule, feel guilty
- Avoids risking, avoids change
- Now what
- Low self-esteem (not worthy)
- I don't have the time
- Logic (Left Brain) – It feels silly
- Not sold on value
- Do not know how

S.M.A.R.T. Goals

S = Specific

M = Measurable

A = Attainable or Achievable

R = Relevant / Realistic

T = Time-bound

Principles of Goal Setting

1. “Dream big dreams”
2. Goals must be written in present tense, personal, positive, visual, emotional (reticular activating system)
3. Goals must be balanced
 - What – Business, Career, Financial
 - Why – Personal, Family, Health
 - How –Professional & Personal Development
4. Major definite purpose
5. Plan of Action to accomplish goals

Balanced Goals Exercise

- List all goals
- Prioritize
 - A, B, C
 - 1, 2, 3
- Plan of Action: Take A-1 Goal & List Actions Needed to Accomplish It
 - Prioritize Actions (A, B, C and 1, 2, 3)

Strategic Planning/Goal Accomplishment

- Identify goal and write it down
- What are the benefits of accomplishing goal?
- What are the obstacles or barriers?
- What skills and knowledge are needed?
- What individuals, groups, companies and organizations do I need to work with?
- What is my plan of action to reach the goal?
- When do I want to reach this goal?

Goal Setting Exercise

Name: _____

Goal Setting Exercise

ACTION PLAN – Develop and Prioritize Actions to Accomplish Goals

Goal 1:

Why - Benefits of Achieving:

Obstacles and Barriers:

Skills, Knowledge and Technology Needed:

Individuals/Groups to Work With:

When Do I Reach This Goal:

ACTION ITEMS NEEDED TO ACCOMPLISH GOAL

Goal Attainment

“A goal properly set
is halfway achieved.”

“A goal without a deadline
is just a dream.”

Habit 3 – Put First Things First

Time Management

- With Priorities Set...
- What is the most valuable use of my time right now?

Definition of Time Management

“Time Management is **planning** and **organizing** your time in such a way that you accomplish your **most important goals** as quickly as possible.”

Pareto's Principle (80-20 Rule)

- 80% of effects comes from 20% of causes (Law of Cause and Effect)
- 80% of sales comes from 20% of clients
- Focus on 20% of tasks that create 80% of results
- Do not “major in minor things”

Habit 5-Seek First to Understand and Then To Be Understood

- Leaders Listen
- Leaders Persuade
- Leaders Communicate Effectively

Communications by Leaders

- What percentage of his/her time does a typical leader spend on communication?

90 %

Executive Communications

- How much time do executives spend in various types of communications?*

Writing	<u>9</u>	%
Reading	<u>16</u>	%
Speaking	<u>30</u>	%
Listening	<u>45</u>	%
Total	<u>100</u>	%

*Decker Communications, Inc.

Written vs. Verbal Communications

- Written Communications
 - Transmitting Knowledge (Sharing Facts) to Multiple Parties
- Verbal Communications
 - Persuasion and Influence
 - Phone = Hearing Words and Tone
 - Face-to-Face = Hearing Words and Tones and Seeing Body Language

Habit 7 – Sharpen the Saw

- Physical
- Spiritual
- Social / Emotional
- Mental

Leaders are Lifetime Learners

Sharpen the Saw – To Learn More...

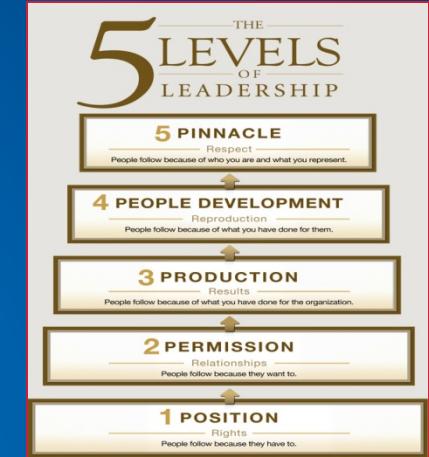
- Read 1 hour per day in your field
- Take speed reading course
- Invest 3% of income in improving self
- Rip and read – Use during waiting times
- Read books by experts
 - Make sure authors are successful
 - Wait for paperbacks
 - Read reviews
- University on Wheels

5 Levels of Leadership (John Maxwell)



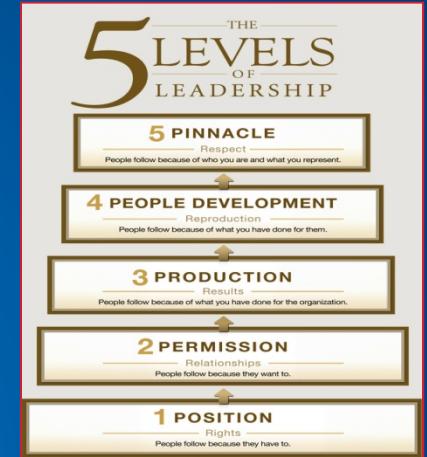
Level 1: Position (Rights)

- People follow because they have to
- Bosses (not leaders)
- Rely on rules, regulations, polices, org. charts
- Does not require ability and effort
- Appointed position



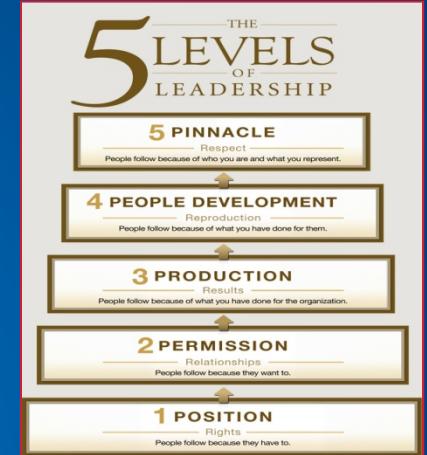
Level 2: Permission (Relationships)

- People follow because they want to, not just comply
- Move from coercion to cooperation
- Influence with relationships, not position
- “People go along with leaders they get along with.” (John C. Maxwell)
- When people feel liked, cared for, included, valued, and trusted, they begin to work together with their leader



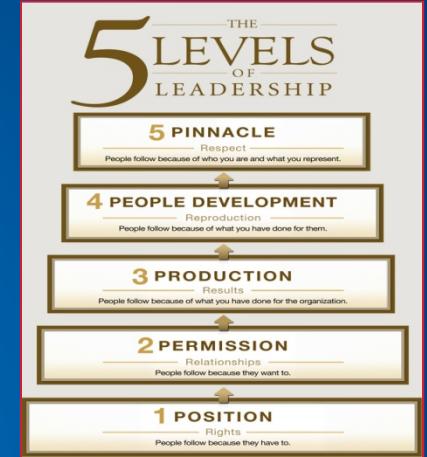
Level 3: Production (Results)

- People follow because of what you have done for the organization
- Good leaders make things happen
- They lead the team to produce results
- Requires self-discipline, work ethic, organization, and skills to produce



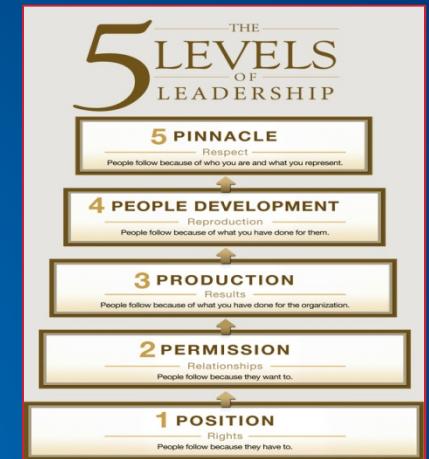
Level 4: People Development (Reproduction)

- People follow because of what you have done for them
- Transition from producer to developer of people
- Recognize people are most appreciable asset
- Invest time, energy and money in developing others



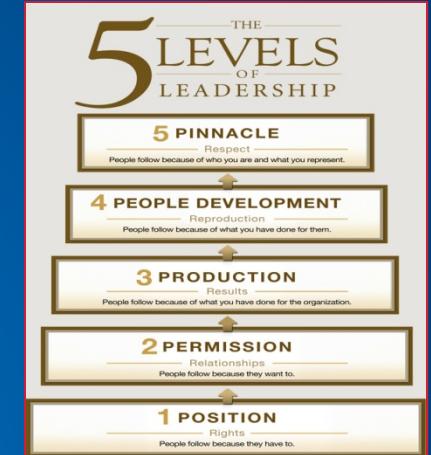
Level 5: Pinnacle (Respect)

- People follow because of who you are and what you represent
- Develop others to Level 4 leaders
- Create a legacy of leadership
- Possess influence that transcends the organization and industry
- Lift an entire organization and benefit everyone within



5 Levels of Leadership

- You cannot achieve a higher level until you master the lower level
- Different subordinates will view your levels differently
- Can take a questionnaire to determine where you are. Subordinates can answer to assess what level they see you on.



Conclusion

- Leaders must be highly effective people
 - Positive, Proactive, Responsible
 - Goal Setters with Visions
 - Effective Time Managers
 - Outstanding Communicators
 - Continuous Learners
 - Change Agents

Conclusion

- What Level of Leader Are You?
- What Level do you Aspire to Reach?
- Take the Leadership Challenge (Handout)
 - Write a Vision
 - Write List of Goals to Achieve Vision
 - Prioritize Goals
 - Take Highest Priority Goal and List Actions, Prioritize Actions and GET GOING!

Leaders Understand “Why”

- Simon Sinek: “Start With Why—How Great Leaders Inspire Everyone to Take Action”
- TED Talk:
- https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action



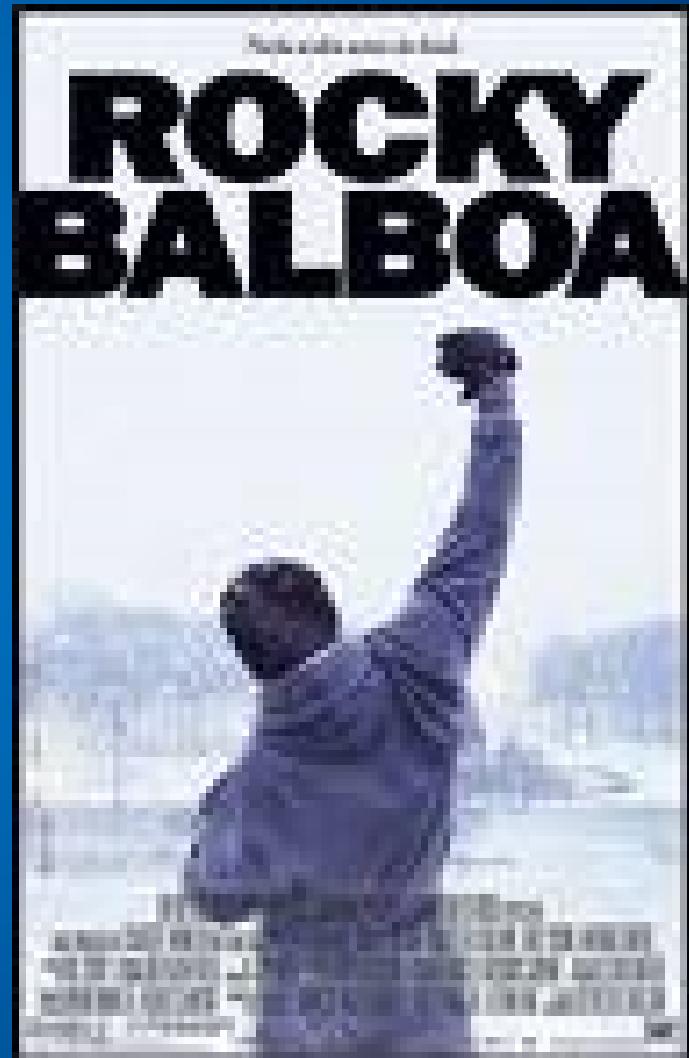
Leaders Understand “Why”



We Become What We Think About...



- Think the Right Thoughts
- Be a Winner!
- Accomplish Your Goals
- Be a great LEADER!



Conclusion

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

John Quincy Adams

Contact Information and References

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REFERENCES:

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- Brian Tracy – “How to Master Your Time” (6 Audiocassette Tapes)
- Zig Ziglar – “Goals” (6 Audiocassette Tapes)
- Brian Tracy – “Goals”
- John C. Maxwell – “The Five Levels of Leadership”
- Simon Sinek - “Start With Why—How Great Leaders Inspire Everyone to Take Action”