

# Leadership

## In Seven Steps

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**Leadership** is a powerful tool and luckily it can be learnt. Here are seven steps that you can follow to improve your leadership skills.

### Step 1: Plan and strategize

The first step to leadership is to have a plan. Create a goal and a strategy to attain it. Then, let your team members know what the goal and strategy are and how they fit in.

### Step 2: Take charge

Learn to make decisions. Find out what you need to know to make an informed decision and then make one. Your team will feel more confident in your abilities if you can make decisions.

### Step 3: Set an example

A leader sets an example for work ethics and behaviour. If you swear all the time and are often late for meetings then your staff will feel free to do the same. If you are in before your staff and leave after them then they will be more willing to put in the hard work needed.

### Step 4: Praise

Notice good work and tell people. Praise is a good motivator in the workplace and costs nothing to implement. However, make sure you praise things that are worthy. Otherwise you will end up with a situation where staff expect praise for poor performance and getting them to perform will become difficult.

### Step 5: Encourage risks

Risk-taking leads to innovation and growth, so encourage your team to take risks. Let them know it is alright to try something new and fail, especially when they learn from their failures and get it right the second time.

### Step 6: Spot buttons

Everyone has buttons, some that provoke pleasure and others that provoke pain. A good leader knows how to push the right button to get someone to perform. Ideally, you only want to motivate people by pushing their pleasure buttons, such as giving public praise to those who enjoy the spotlight.

### Step 7: Build a team

A well-oiled team can become an unstoppable force. A team is created when there is a shared goal everyone is striving towards and an open space for sharing ideas, with regular communication. It is good for a leader to share personal details of members with the team. Nothing that is negative, just things like, one team member is a mother of three and a member of a polo team. This will help people to see the human side of each person and allow people to feel acknowledged because their leader cares enough to remember details about them.

As you have a strategy for your company, you should also have one for your team. Spend time thinking about how you will implement your strategy and then put it into place, one day at a time. ●

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