



LEADERSHIP SKILLS FOR WOMEN

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WOMEN AS LEADERS AT WORK & IN HOME BASED BUSINESS OWNERS

Every woman brings many wonderful strengths and skill-sets to the table, in regards to leadership. However, women must remind themselves of the following...

- Am I manipulating or exploiting others?
- Am I forcing my opinions upon others or allowing them to be free to voice their ideas?
- Am I helping others to solve their own problems?

In addition, a woman in business or leadership must ask herself: What type of leader do I want to be? Can I grow and change so that I may empower others?

During this segment of Women in Leadership and Business ChoiceConversation – Part 1 - Teleclass, you will hear about the 4 most important traits a woman in business or women in a leadership positions MUST possess:

Most importantly:

1. Listening Skills
2. Communication Skills
3. Visionary Skills
4. Skill of Empowering Others

No one will follow a leader unless they believe in her. A leader's credibility is key to leadership success, whether you are leading an organization, small business, non-profit or home office project.



CHARACTERISTICS OF A LEADER



HANDOUT



WOMEN AS LEADERS

List ten characteristics of an excellent leader:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____



TRANSPARANCY



WOMEN AS LEADERS

A truly effective leader exhibits the following:

- Excellent listening skills
- Empathetic
- Assertive
- Excellent verbal communication skills
- Charismatic
- Empowers others
- Patient
- Good sense of humor
- Is a visionary
- Excellent non-verbal skills
- Honest
- Can say “I’m Sorry”
- Admits mistakes
- Sees the “Big Picture”
- Disciplined
- Thoughtful



- Supports others
- Self-Confident
- Mentors others
- “Big” thinkers
- Organized
- Even disposition
- Keeps confidences
- Ethical
- Punctual
- Passionate about vision
- Shares success
- Self-Responsible. Does not blame others
- Energetic
- Understanding and concern for other’s needs
- Excellent role model



SELF CONFIDENCE



YOUR PERSONAL ASSETS

List below your personal assets and strengths (i.e. excellent mother of twins, straight-A-college student, outgoing personality):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____



YOUR PERSONAL / PROFESSIONAL ACCOMPLISHMENTS

List below your personal / professional accomplishment:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____



HANDOUT



THE LEADER

1. Name an individual who is an excellent leader: _____

2. List the leadership traits which she exhibits:

a. _____

b. _____

c. _____

3. Name a time when you were in a leadership role: _____

a. How did it feel? _____

b. Did others follow easily? _____

c. How did you move into that leadership position? _____

4. What traits did you demonstrate when you were the leader?

a. _____

b. _____

c. _____



5. What could you have improved regarding your leadership skills in that specific situation?

a. _____

b. _____

c. _____

6. Did you consider yourself to be a “leader” (in most circumstances)? Why or why not? _____



