

LEADERSHIP

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LEADERSHIP IN THE CONTEXT OF ACADEMIC AFFAIRS

Why do you do what you do?

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LEADERSHIP:
GOAL SETTING
STRATEGIC PLANNING
RELATIONSHIP BUILDING
TIME MANAGEMENT



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DEFINITIONS OF LEADERSHIP

A process of social influence in which one person can enlist the aid and skills of others to accomplish a common task

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Organizing a group of people to achieve a common goal

Leadership is Influence

CHARACTERISTICS OF A LEADER

Intelligence

Compassionate

Dependable

Enthusiastic

Creative

Open-minded

Humble

Diplomatic




▶ Skills Required of a Strong Leader


▶ Able to communicate

- ▶ 10% Speaking/writing


- ▶ 90% Listening

- ▶ **Able to Organize a situation**
 - ▶ **Able to focus on the challenge at hand to find a solution**
 - ▶ **(focus on problems not people)**
 - ▶ **Recognize when to 'punt'**
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▶ **Accepting of differing opinions**

- ▶ **Recognize that not everyone thinks like you**
 - ▶ **Acknowledge that other ideas have value**
 - ▶ **It's not always about 'winning'**
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▶ Thick skinned

- ▶ Everyone loves you 'til you tell them 'No'
 - ▶ They will not always understand or appreciate your position
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Goal Setting

- ▶ Specific
- ▶ Measureable
- ▶ Attainable
- ▶ Relevant
- ▶ Time Bound



SMART Goal Setting

Goal Setting

- ▶ Goals vs. Objectives
 - ▶ Objectives help you reach your goal
 - ▶ Objectives need to be flexible
 - ▶ Goal remains constant
 - ▶ The Goal is the Primary Outcome
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Steps in Strategic Planning

analysis or assessment

understanding of the current internal and external environments is developed

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strategy formulation

high level strategy is developed and a basic organization level strategic plan is documented



strategy execution

The high level plan is translated into more operational planning and action items

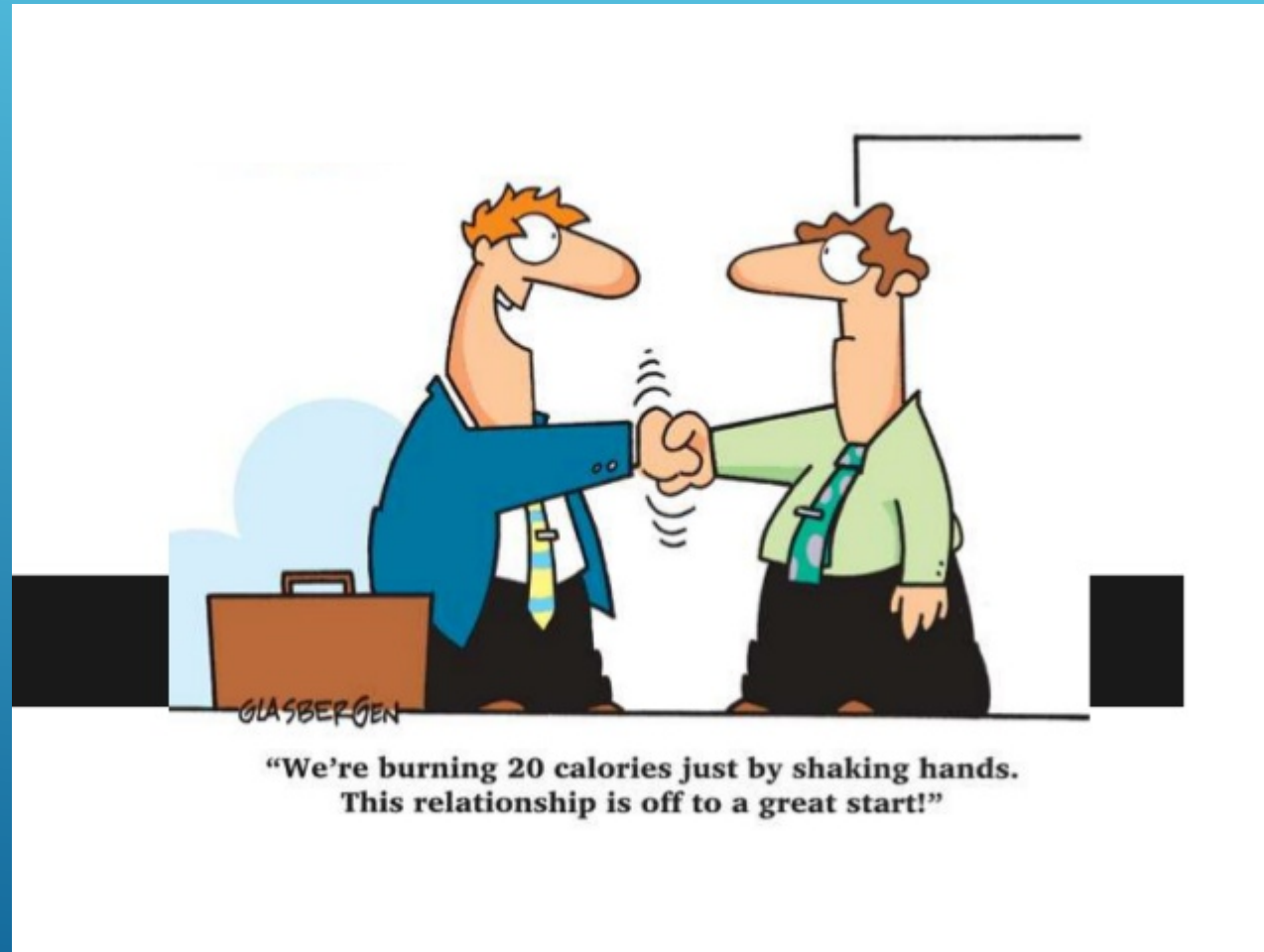


Evaluation or Sustainment / management phase

ongoing refinement and evaluation of performance, culture, communications, data reporting, and other strategic management issues occur



RELATIONSHIP BUILDING




Relationship Building

- ▶ Trust
 - ▶ Respect
 - ▶ Understanding
 - ▶ Appreciating Differences
 - ▶ Communication
 - ▶ Social Media
 - ▶ Email
 - ▶ Texts
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Time Management



Time Management

- ▶ **Prioritization**
 - ▶ **“Tuck and Roll”**
 - ▶ **Make lists**
 - ▶ **Eliminate the unnecessary**
 - ▶ **Delegate, delegate, and then try to delegate**
 - ▶ **Groom your replacement**
 - ▶ **Help your people understand your work**
 - ▶ **Encourage others to step outside of their comfort zone**
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Time Management

- You can spend time
- You can invest your time
- But you cannot 'save' time
- Everyone gets the same 24 hours in a day



In Summary...

