Leadership Cheat Sheet

by Anette Starke (Anette) via cheatography.com/193369/cs/40222/

Leadership Strategies

Vision Setting: Define a clear and inspiring vision for your team or organization. Communicate the vision frequently to keep everyone aligned.

Lead by Example: Demonstrate the behavior and work ethic you expect from your team. Be a role model for professionalism and integrity.

Effective Delegation: Delegate tasks based on team members' strengths and expertise. Provide clear instructions and set expectations.

Active Listening: Give your full attention when others speak. Ask open-ended questions and seek to understand before responding.

Empower and Support: Encourage team members to take ownership of their work. Provide resources and guidance as needed.

Conflict Resolution: Address conflicts promptly and impartially. Focus on finding solutions and fostering positive communication.

Continuous Learning: Invest in your own development and encourage your team to do the same. Adapt to changes and stay open to new ideas.

Strategies

Communication

Communication Techniques

Clear and Concise Messages: Use simple language to convey your message. Avoid jargon or unnecessary details.

Active Listening: Give your full attention and show empathy. Reflect on what was said before responding.

Non-Verbal Communication: Pay attention to body language, tone, and facial expressions. Align your non-verbal cues with your message.

Feedback Delivery: Offer constructive feedback with specific examples. Focus on behaviors rather than personality traits.

Conflict Resolution: Use "I" statements to express feelings and concerns. Seek a compromise that benefits all parties.

Effective Meetings: Have a clear agenda and purpose for each meeting. Keep meetings concise and invite only necessary participants.

Adaptability: Adjust your communication style to the audience. Be open to different perspectives and feedback.

Problem-Solving Framework

Define the Problem: Clearly state the issue you're trying to solve. Identify the underlying causes.

Gather Information: Collect data and relevant facts. Seek input from team members and experts.

Generate Solutions: Brainstorm potential solutions without judgment. Prioritize options based on feasibility and impact.

Decision-Making: Make a well-informed decision, considering pros and cons. Involve key stakeholders when necessary.

Implementation Plan: Create a detailed plan for executing the chosen solution. Assign responsibilities and set deadlines.

Monitor and Evaluate: Track progress and gather feedback. Adjust the plan as needed to address challenges.

Continuous Improvement: Learn from the process and apply lessons to future problem-solving. Encourage a culture of innovation and problem-solving within your team.

Problem-Solving

HumanCenter

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ANETTE STARKE

By **Anette Starke** (Anette)
cheatography.com/anette/

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