

Leadership 101: Effectively Blending Personalities

The **WORKPLACE**:

“Where **PERSONALITY**,
COMMUNICATION, and **LEADERSHIP**

STYLES mix

to **ACCOMPLISH** a

common purpose...

also, where this

common purpose can

GET LOST

when **STYLES** don't blend.”

~ **Coach Kelly**



Your Life Coaching WV

Serving Neighbors Since 2012

where hope + faith = sight...because you matter

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- **What is Community? [slide 1]**
 - a. Do you consider your workplace a unique community?
 - b. How do you relate to the diverse individuals you encounter?
- **Policies POP [slide 2]**
 - a. Enforcement
 - i. Consistency
 - ii. Clarity
 - b. Pertinent
 - i. Update or abolish
 - ii. Relevant across the department/institution
- **Personality Style [slide 4]**
 - a. Myers-Briggs 16 styles
 - b. Evolve
 - c. Factors that alter/change
- **Communication Skills / Styles: [slides 5-6]**
 - a. Reflectives
 - b. Nobles
 - c. Socratics
 - d. Magistrates
 - e. Candidates
 - f. Senators
- **Types of Listening [slide 7]**
 - a. Appreciative
 - b. Empathetic
 - c. Active
 - d. Critical
 - e. Stonewalling
 - f. Deflective
 - g. Passive
- **What is Leadership? [slides 8]**
- **Styles of Leadership [slides 9-17]**
 - a. Authoritative/autocratic

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- b. Coaching
- c. Coercive/transactional
- d. Democratic
 - Pacesetting
- **People: [slide 18-23]**
 - a. Develop Strengths
 - b. Manage Weaknesses
 - c. Leaders are people too
- **Drama and Difficult People [slide 19]**
 - a. Factor in
 - i. Communication style
 - ii. Worldview
 - iii. Self-satisfaction
 - b. Intervention
 - i. Peer coaching
 - ii. Mental health breaks
- **Emotional Waste / Word Vomit: [slide 23]**
 - a. Gossip
 - b. Venting
 - c. Compare / contrast
 - d. Tattling / judging
 - e. Defensive / resistant to feedback
- **Vision & Goals [slide 24]**
 - a. Expectations
 - b. Tools
 - c. Action plan
- **Resources & Survey Link [slide 25]**
- **Stats on burnout [slide 26]**
- **About Your Life Coaching [slide 27]**

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LEADERSHIP STYLES:

- **Authoritarian or autocratic leadership style.** You rarely consult your team members and, instead, tend to tell them what you want, when you want it, and how you want it done. This style works well in a crisis, when a task must be completed quickly. However, you'll likely demoralize, demotivate and aggravate people if you use it all the time. This can translate into high absenteeism and turnover rates. You'll also miss out on a wealth of ideas, thereby stifling innovation and creativity.
- **Coaching or Transformational leadership style.** Is a style that involves and facilitates the engagement of people, as well as drawing out and understanding and empathizing with their specific and individual motivations.
- **Coercive leadership or transactional leadership style.** The most directive of the leadership styles. Think of it as the "do what I tell you right now" style.
- **Democratic or Participative leadership style.** You tend to set the parameters for the work and have the final say on decisions, but you actively involve your team members in the process. This style can build trust between you and your people, as they'll likely feel engaged and valued. But it's not great in a high-pressure situation that requires a fast turnaround, as it will slow you down. And, if you dislike disagreement or conflict, you might struggle with how people respond to consultation.
- **Pacesetter leadership style.** Is a style of leadership when a leader leads from the front, constantly sets high standards for their team and expects them to exceed with minimal management. It's when as a manager you set the cadence for your team and demand high intensity in their performance.
- **Delegating or “Laissez Faire” leadership style:** Team members are given free rein in how they work toward their goals. This is an ideal approach when your people are highly skilled and motivated, and when you're working with contractors and freelancers who you trust. But if a team member is inexperienced or untrustworthy, or if you lose sight of what's going on, this approach can backfire catastrophically.

(adapted from <https://www.mindtools.com/pages/article/leadership-style-quiz.htm>).

Types of Listening Defined:

Appreciative Listening:

Listening to seek something to appreciate music, poetry, motivational speaker

Empathetic Listening:

A technique which can assist in receiving what is being said by absorbing not only what the speaker is saying but what he or she is trying to get across.

Active Listening:

Active listening is mindful, active, reverberation, understanding! Ask questions, don't just reverberate what was said, but rephrase it in our own words to assure the speaker that you understand.

Critical Listening:

A listener's strategy of interpreting and evaluation as he or she analyzes the message for clarity, discern facts vs opinion, and reveal assumptions made by the speaker.

Deflective Listening:

Is picking apart what is being said and turn it around on the speaker; picking up on accusatory words such as "You" or "I"; "Don't" or "Never"

Stonewalling:

Refusal to communicate; the listener shuts down tuning out the speaker.

Passive Listening:

One-way conversation; hearing what's being said without interacting with the speaker.

Active Listening:

Dialog, involves all the senses