



MORE THAN A BOSS: KEY STRATEGIES TO BECOME A TRUE LEADER

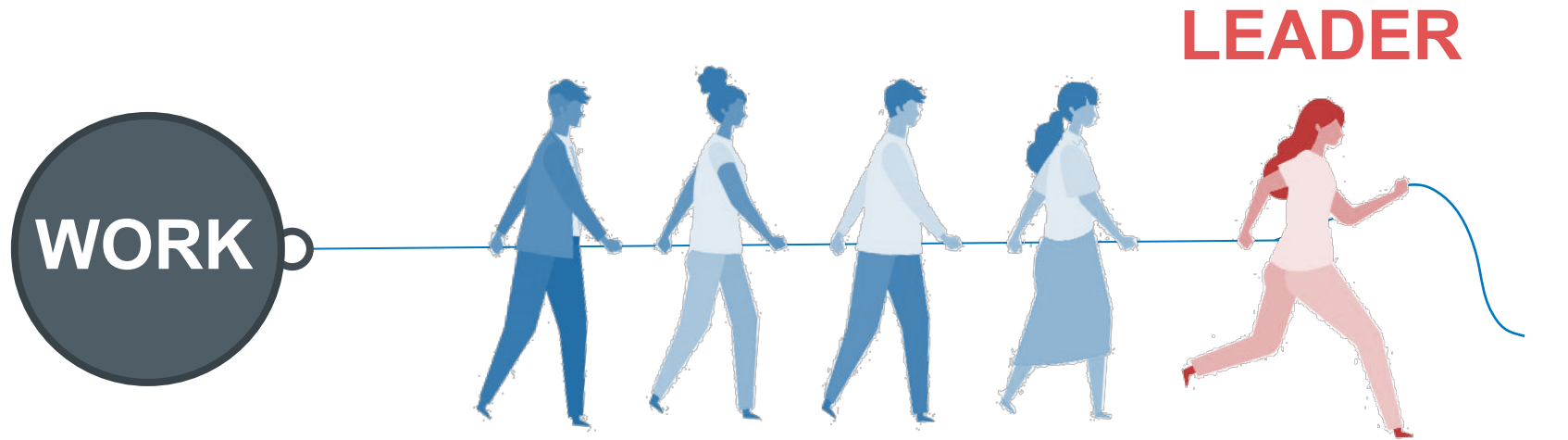
**A WEBINAR FOR SUPERVISORS FROM
YOUR EMPLOYEE ASSISTANCE PROGRAM**

December 1, 2021

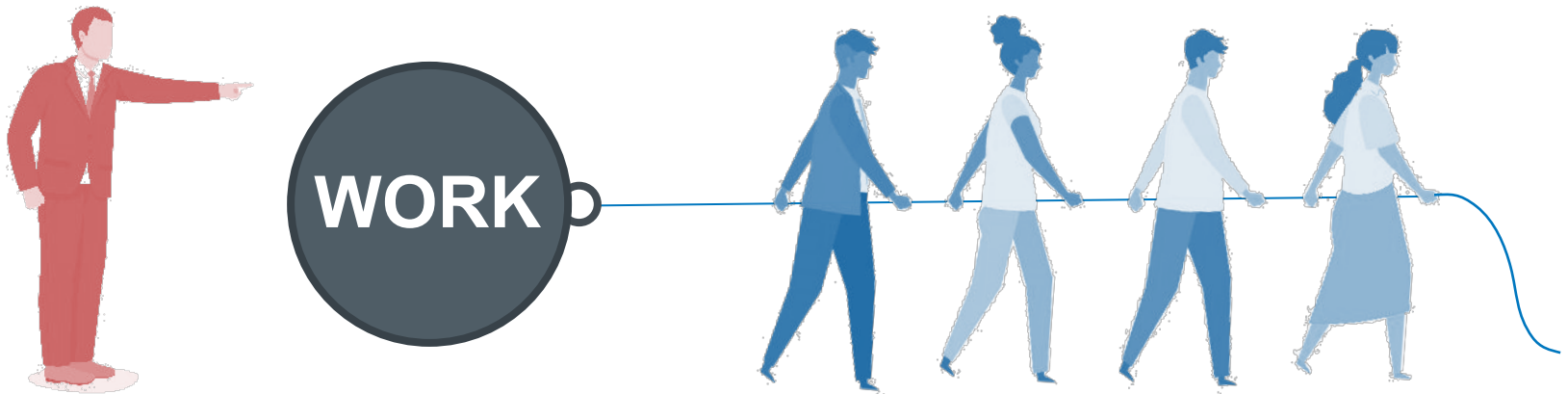


Federal
Occupational
Health

INTRODUCTION



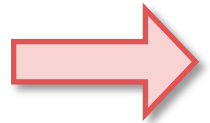
BOSS



POLL 1

Are you a boss, or a leader?

Select an answer from the polling panel, then click **Submit**.



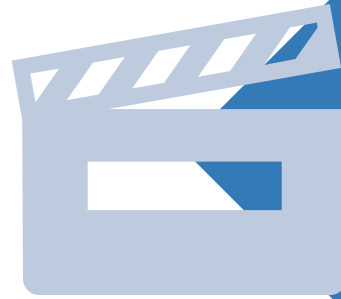
OBJECTIVES

- Define characteristics of a boss and a leader
- Understand the differences between a boss and a leader
- Review various leadership styles
- Provide ways to develop leadership skills

SECTION 1

BOSS VS. LEADER

DEFINITIONS OF A BOSS AND A LEADER

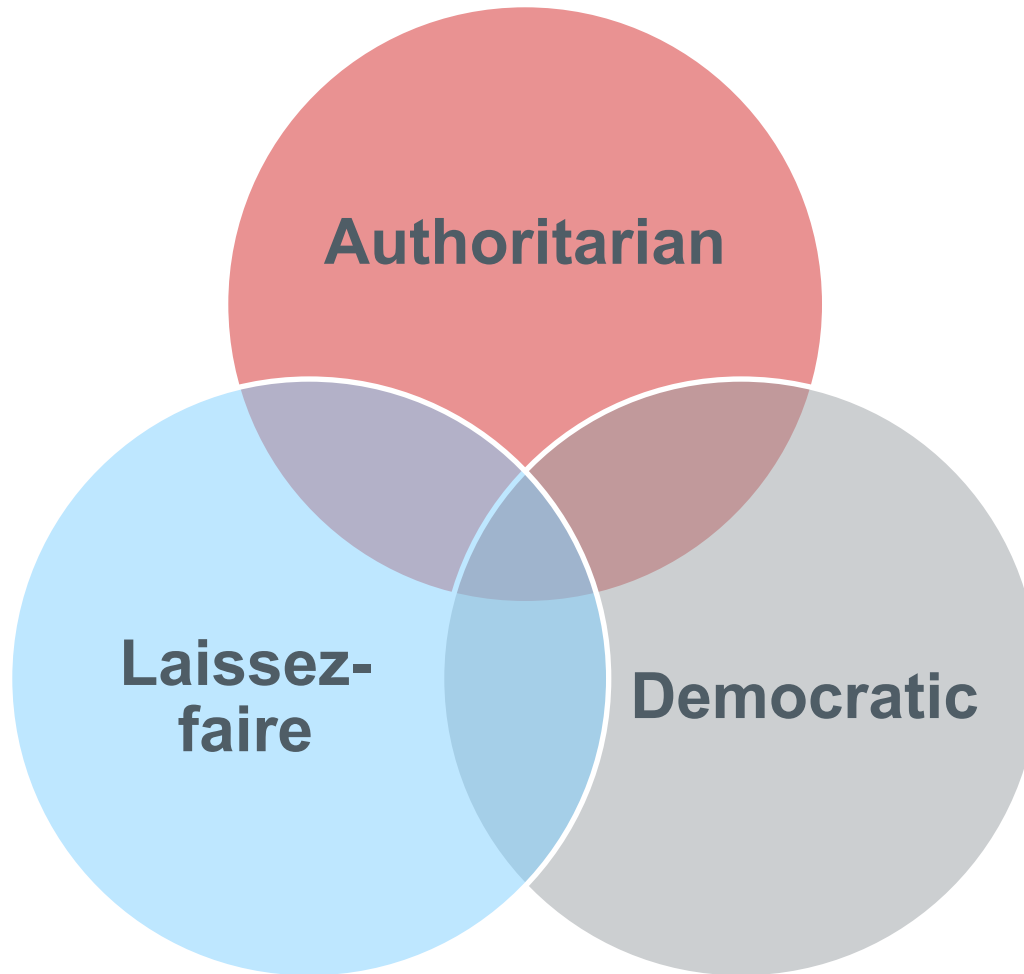


A boss is defined as a person who exercises control or authority; one who supervises or directs workers

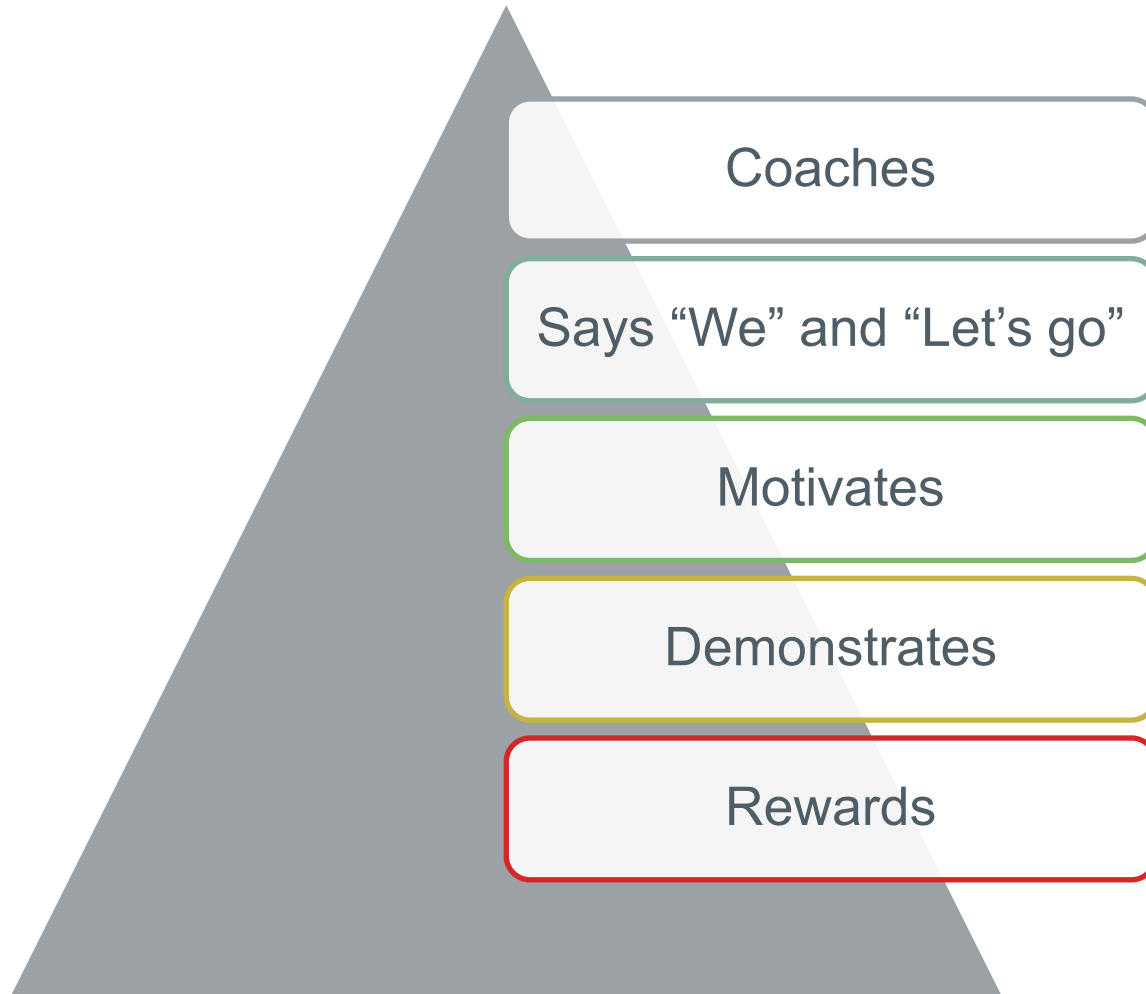


A leader is defined as a person who has commanding authority or influence on others

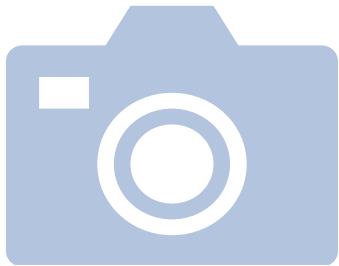
CHARACTERISTICS OF A BOSS



CHARACTERISTICS OF A LEADER



SIX DIFFERENCES BETWEEN A BOSS AND A LEADER



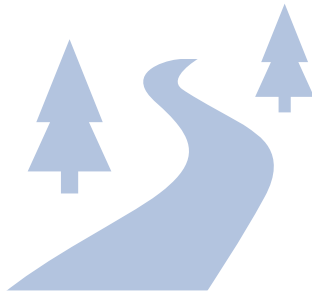
Focus



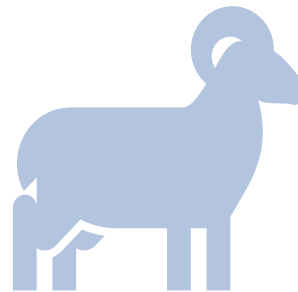
Motivation



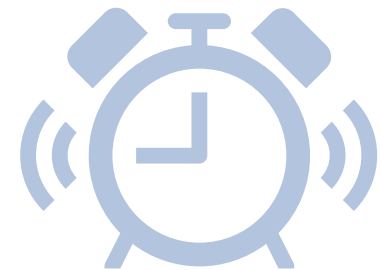
Communication



Approach



Authority

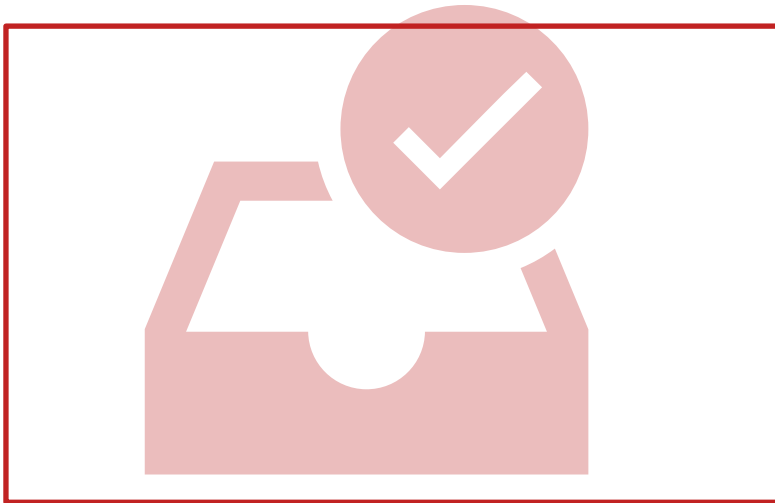


Accountability

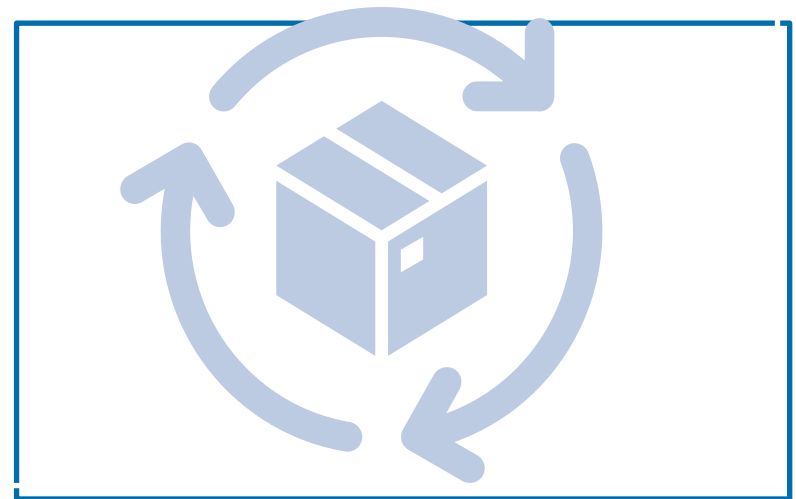


DIFFERENCE #1: THE FOCUS

Boss: The end result



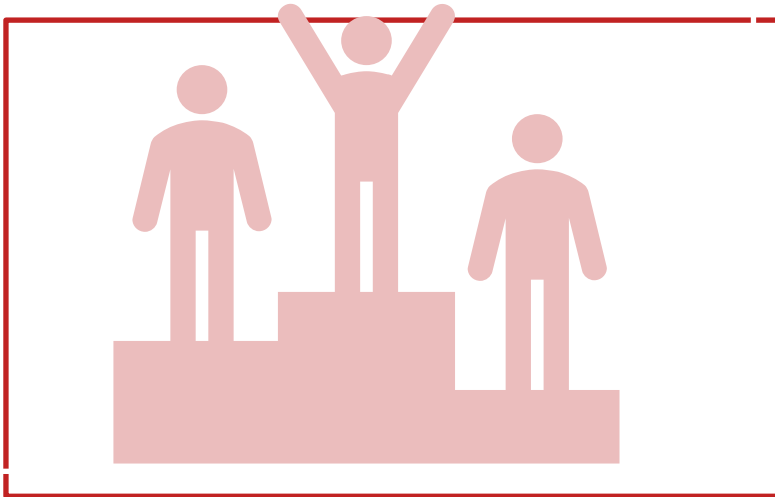
Leader: The overall process



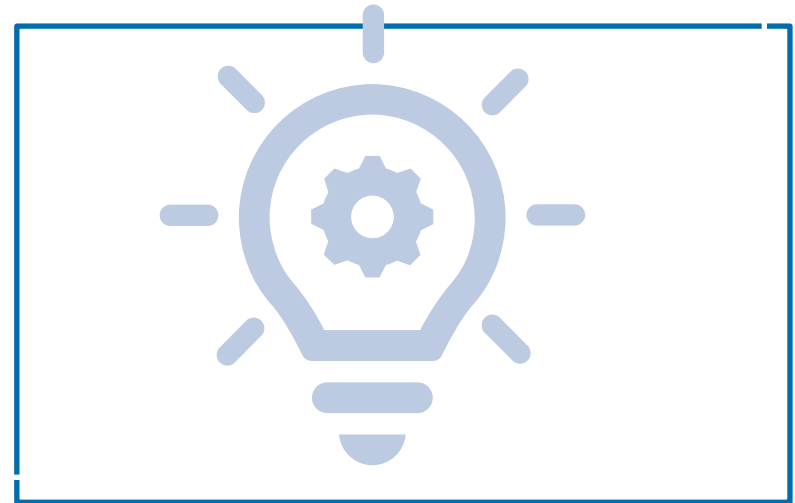


DIFFERENCE #2: THE MOTIVATION

Boss: Rewards and
punishments



Leader: Inspiration





DIFFERENCE #3: THE COMMUNICATION

Boss: Delegates tasks



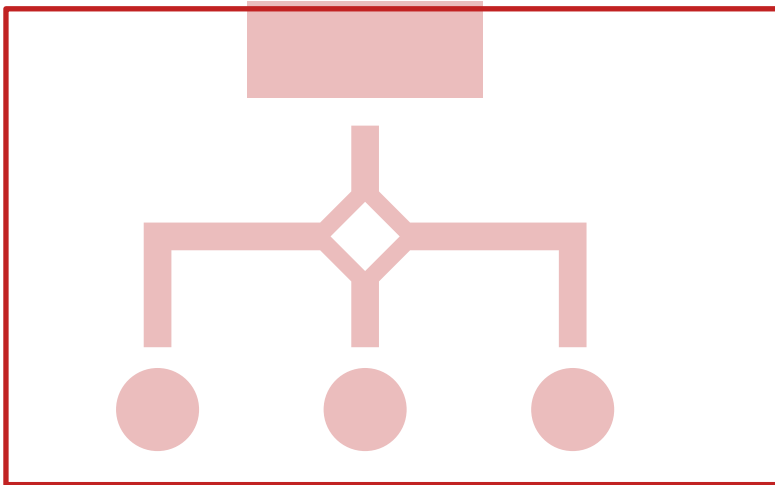
Leader: Collaborates with staff and solicits feedback



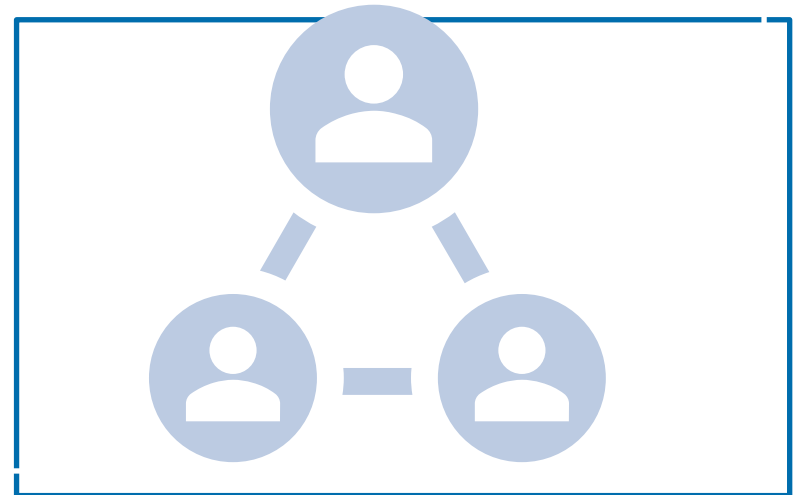


DIFFERENCE #4: THE APPROACH

Boss: Informs, directs,
and monitors



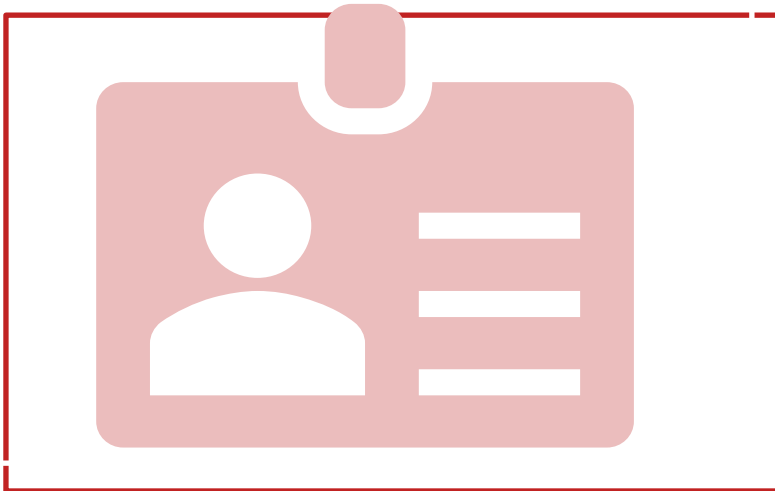
Leader: Innovates, teaches,
collaborates, and empowers



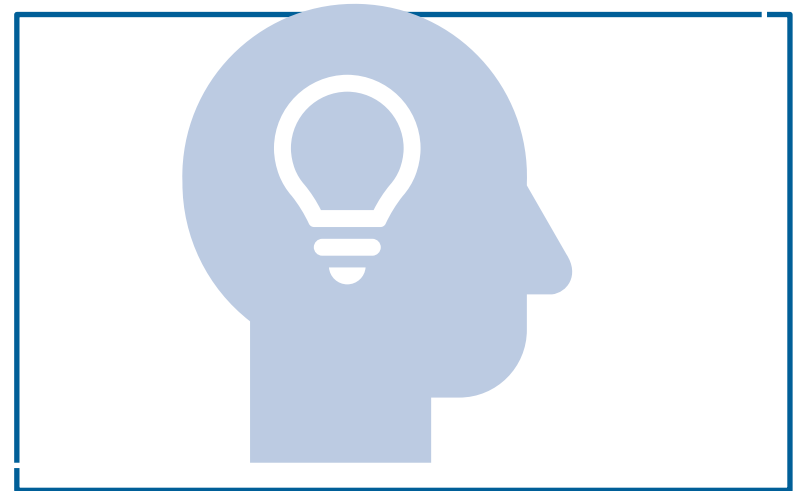


DIFFERENCE #5: THE SOURCE OF AUTHORITY

Boss: Supervises from an external authority given by their title



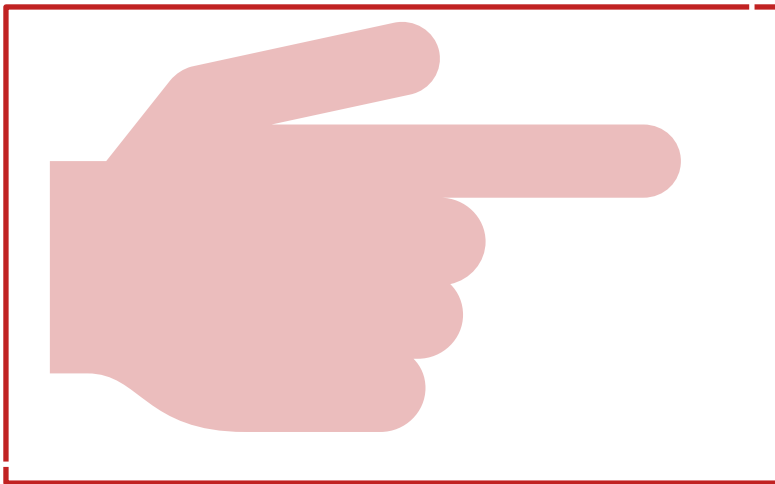
Leader: Supervises from an internal authority to influence others



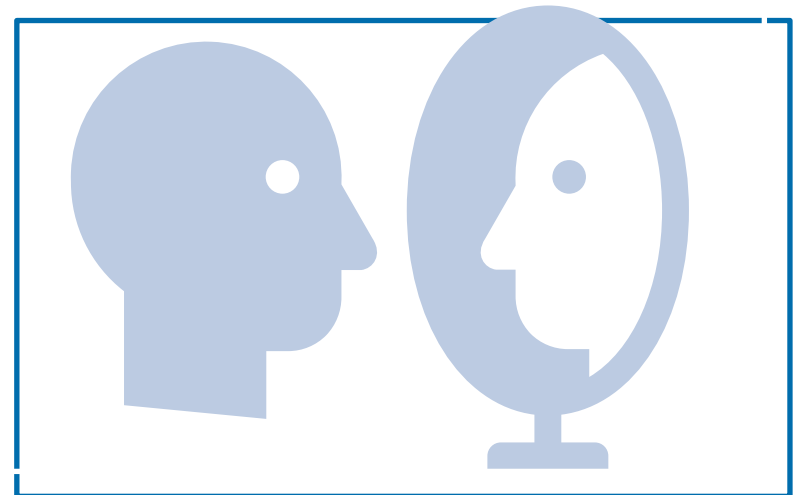


DIFFERENCE #6: SOURCE OF ACCOUNTABILITY

Boss: Looks to external sources for accountability



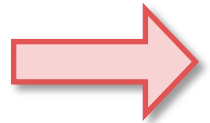
Leader: Takes responsibility and listens to feedback



POLL 2

Are you a boss, or a leader?

Select an answer from the polling panel, then click **Submit**.



SECTION 2

LEADERSHIP STYLES

LEADERSHIP STYLES

Commanding

Visionary

Affiliative

Democratic

Pacesetting

Coaching

THE COMMANDING STYLE

Makes all the decisions

Assigns without explanation

Risks

Can be viewed negatively by highly skilled teams

Being a micromanager

Benefits

Effective when leading a team that needs more direction

Useful for training new military recruits or coaching a sports team

THE VISIONARY STYLE

Understands the big picture

Sets long-term goals

Communicates vision

Brings people together towards shared goal

Risks

Inattention to short-term goals

Benefits

Works well when leading teams through organizational change

THE AFFILIATIVE STYLE

Resolves team conflicts

Promotes peace and harmony

Builds trust and cohesiveness

Risks

Becoming too close to staff and avoiding conflict

Benefits

Providing extra engagement and support for staff during uncertain times

THE DEMOCRATIC STYLE

Encourages new ideas

Engages team in a democratic process

Commits to team and shared work

Risks

Being too slow when quick decisions are needed

Staff may feel confused when the leader must make a quick decision without their input

Benefits

Staff tend to be highly committed and engaged

Good in situations when a high level of commitment from the team is needed

THE PACESETTING STYLE

Focuses on performance and results

Leads by example

Expects everyone to work as hard as they do

Risks

Can lead to burnout for team members who feel they can't keep up

Benefits

Good for achieving urgent or short-term goals

THE COACHING STYLE

Gives direction and support

Help develop individuals professionally

Generates commitment, engagement, and loyalty

Risks

Time-consuming

Requires proficient skills

Loss of interest from those who feel forced

Benefits

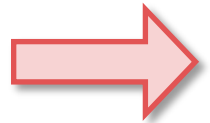
Can create very high commitment, engagement, and loyalty from staff

Good for individuals who are motivated and open to feedback

POLL 3

Which leadership style(s) do you most identify with?

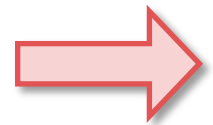
Select **up to two** answers from the polling panel, then click **Submit**.



POLL 4

Which leadership style(s) do you aspire to have, or would you like to strengthen?

Select **up to two** answers from the polling panel, then click **Submit**.



SECTION 3

DEVELOP YOUR LEADERSHIP SKILLS

DEVELOP YOUR LEADERSHIP SKILLS

Focus on yourself

Add value

Work on your emotional fitness

Practice self-awareness

Adopt a growth mindset

Support others

Think strategically

Be innovative

Take on more responsibility

Surround yourself with greatness

EXERCISE

Leadership Assessment

- We'll ask you 10 questions
- Choose your answer for each:

- Yes
- Sometimes
- No

Scoring

- Assign points to each answer as we go along
 - Yes = 10 points
 - Sometimes = 5 points
 - No = 0 points



SUMMARY

“Remember the difference between a boss and a leader; a boss says, ‘Go!’ and a leader says, ‘Let’s go!’”

– E. M. Kelly



RESOURCES

Books

- *Primal Leadership: Unleashing The Power of Emotional Intelligence*
 - D. Goleman, 2013
- *Developing the Leader Within You 2.0*
 - J. Maxwell, 2019
- *Drive: The Surprising Truth About What Motivates Us*
 - D. Pink, 2009

Web Articles

- Leadership Skills
 - skillsyouneed.com/lead/leadership-styles.html

- 10 Coaching skills every leader should master
 - forbes.com/sites/forbescoachescouncil/2016/05/12/10-coaching-skills-every-leader-should-master
- Strategic Leadership: The 3 Levels of Listening
 - medium.com/swlh/strategic-leadership-the-3-levels-of-listening-e3f0c27f8d01

Assessments

- 16Personalities.com
- blake-group.com/free-assessments

THANK YOU



Behavioral Health Services Employee Assistance and WorkLife Programs

24 HOURS A DAY

800-222-0364

TTY: 888-262-7848

foh4you.com

