4 Key Things New Leaders Need to Know

Becoming an effective leader requires developing an understanding of the characteristics you need to possess and the characteristics you should seek in your teammates.

#1: Position Power versus Personal Power

There are two distinct types of power a leader can use to get others to complete tasks necessary to reach team goals. Position Power is when you use your authority as a leader to make someone do a task to avoid a negative consequence. Personal Power is when someone does a good job and gets a task done because you have positively motivated him or her through your actions and words. The use of Personal Power will create a team atmosphere of mutual respect and enthusiasm. People will do a good job because they want to see the team succeed.

#2: Self-Awareness and Self-Regulation

Leading others requires knowing yourself well. It is important to know your strengths and equally important to know your challenges and triggers. Leaders inevitably face adversity. Knowing yourself will help you to keep your composure and resolve conflicts effectively.

#3: Knowing the People You Lead

Team success comes when each person on the team uses his or her knowledge and skills to contribute to accomplishing the task at hand. Leaders need to be able to define the role of each team member. Team members should be given the opportunity to provide input about things they would like to do, yet the leader also needs to be able to delegate based on the needs of the team when necessary.

Try using these steps to outline the role of each team member:

- Make a list of the tasks that need to be completed.
- Match the special knowledge and skills of each team member to the tasks.
- Delegate the tasks accordingly, giving team members the opportunity to discuss any questions or concerns.
#4: A Leader is Born

Remember these key concepts and you are bound to be successful:

- **Personal power is key.** Always use good interpersonal skills. Respect is more powerful than fear.

- **Know yourself well.** Do what you do well and learn more about the things you don’t do well.

- **Take time to know your teammates.** Figure out how each person can contribute to the team.

- **Delegate responsibilities** based on each team member’s abilities and interests first, but always be mindful of the overall needs of the team.

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**Think About It**

My leadership strengths are…
The challenges I may face include…
My personal triggers are…

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“The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint to keep from meddling with them while they do it.”

~ *Theodore Roosevelt*