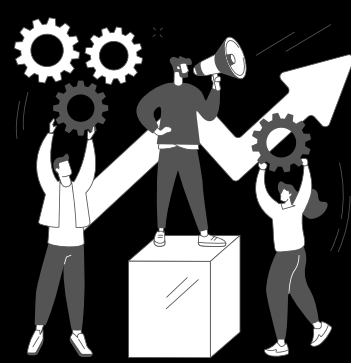


Action-Centered Leadership

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As a leader, people look to you to set the direction and support them in achieving their goals.

The Primary Job of a Leader

As a leader, your primary job is to deliver results by defining the tasks, building a team and developing individuals.



Define and Support the Work

Provide the appropriate systems, procedures, structures, tools and resources for the task to be completed.



Build and Maintain the Team

Promote team cohesiveness to ensure everyone works well together toward a common goal.



Develop the Individual

Understand the individual. Consider their pay, status, purpose, and the need for achievement.

Action-Centered Leadership Tools

SMART: Make each goal Specific, Measurable, Achievable, Relevant, and Time-Bound.



CLEAR: Confirm, Legitimize, Evaluate, and Respond. A four-step process used to assess the frustration, challenges, or needs.



GROW: Goal, Reality, Options, and Will. A simple method for goal setting and problem solving.



50/50 Rule: 50% of motivation comes from within a person, and 50% from his or her environment, especially from the leadership.



Leadership Functions

- 1 Define the Task**
Everyone needs to understand what is expected. Make the task SMART.
- 2 Plan**
Identify options and alternatives, test your ideas and work with others to create a plan.
- 3 Brief Everyone**
Provide open access to information to get the job done. Keep everyone in the loop.
- 4 Control Effectively**
You need self-control and positive control over the team. Delegate, and monitor, but trust others to take responsibility.
- 5 Evaluate**
Assess consequences, measure, and judge performance. Provide feedback and training.
- 6 Motivate**
Motivate yourself first. Recruit others who are highly motivated. Focus on progress.
- 7 Be Organized**
Be organized yourself. Leadership requires a clear purpose and effective organization.
- 8 Set the Right Example**
Lead from the front. Set the expected behaviour by modelling it yourself.



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