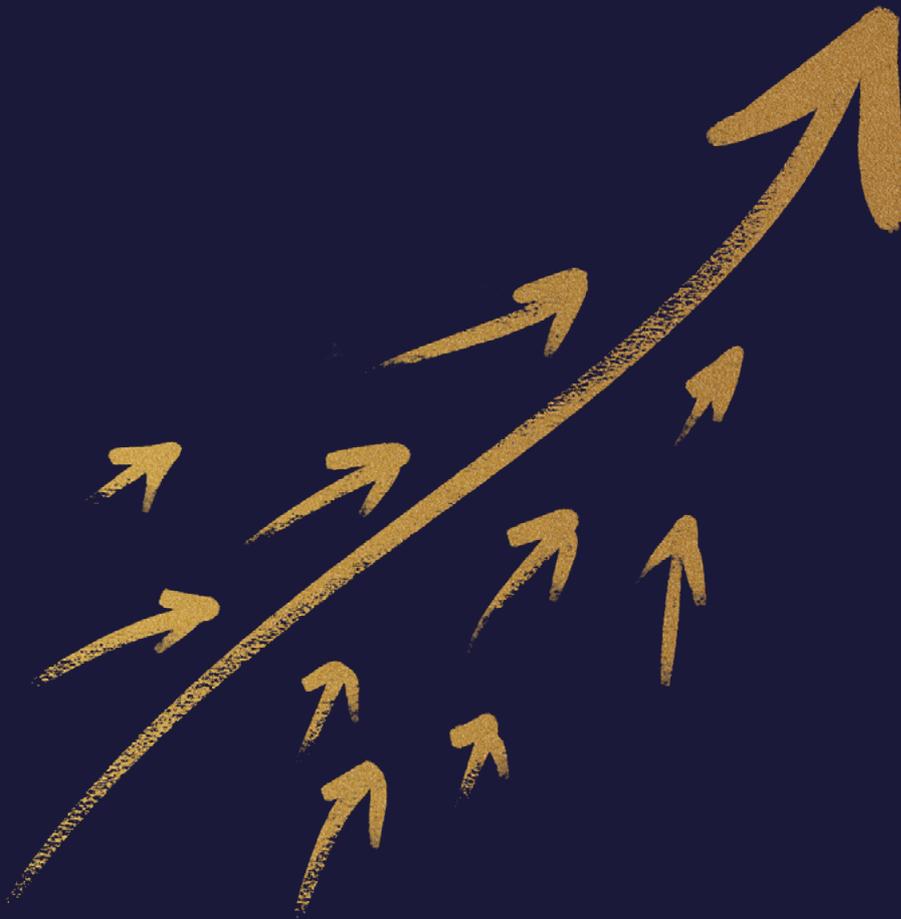


THE[®]
DIANA
AWARD



EFFECTIVE LEADERSHIP

Professional Development

DEVELOPMENT PROGRAMME

HOW TO BE AN EFFECTIVE LEADER

Leadership isn't just about telling people what to do — it's also about guiding and encouraging others to be leaders and changemakers. As your organisation or project grows, it is important to understand the qualities that set great leaders apart, and how you can foster them to support the growth of both your mission and team.

Effective leaders can communicate well, motivate their team, handle and delegate responsibilities, listen to feedback, and have the flexibility to solve problems in

an ever-changing workplace. Whether you're starting out in an entry-level position or you're the CEO of your own organisation, your leadership skills will be among your most valuable assets.

When it comes to leadership there is no magic formula or single way of doing things. Every leader is unique, although there are some common threads.

BE YOURSELF

Sir Simon Fraser (former Under-Secretary of the FCO) puts it simply, "Be Yourself". Authenticity can often be lost when we are trying to appeal to others, it is important to understand how YOU can create a positive impact and influence. Clear communication is a key aspect of this, "Always be clear in communicating your values, what you care about and what you stand for- through your behaviour as well as your words".

More useful tips from Sir Simon can be found here: [What makes a good leader?](https://www.gov.uk/government/news/what-makes-a-good-leader) - GOV.UK (www.gov.uk)

HAVE A VISION

Your job as a leader is to inspire your team members. An organisation's vision is achieved and shaped by its team's efforts; therefore, your vision must reflect the values and ideals of you team members. To do this effectively you must collaborate with your team members.

FIND THE BALANCE

While a leader has followers, they must recognise and respect each of their followers as an individual. That being said, a good leader also knows when to step in and take control. Remember the power of your position and don't be afraid to say 'stop' or 'no' if things go wrong.

The key to being a good leader is finding the balance between delegating responsibility to others and taking responsibility.

DELEGATE EFFECTIVELY

As a leader, delegating is important because you can't, and shouldn't, do everything yourself. Delegating empowers your team, builds trust, and assists with professional development. It also helps you in identifying who is best suited to tackle tasks or projects. **Here are some tips for delegating tasks:**

- Be very specific in letting people what you need from them. By clearly conveying your vision and expectations, you can avoid unnecessary miscommunication and difficulties.
- Create a project plan to keep everyone on track. A plan can help you to work out key milestones and set deadlines for your team to work towards.
- Model positive behaviour by completing your own work on time. Use your own behaviour to guide your team.
- Employ the right amount of leniency by making sure that you set clear expectations while also being understanding of personal matters that could conflict with work.
- Be mindful of people's strengths and your team dynamic. Listen and get to know your team to identify individual areas of expertise.

PEOPLE FIRST

Putting people first is essential to leadership. Strong leadership is about empowering others, treating your team members as equals, and recognising that you have something to learn from each person. Your role as a leader is to guide people, not command them.

The better you know your team members on a personal level, the better you will be able to guide them professionally and tap into their perspectives. It is imperative that the same collaborative relationship is built among all team members as to foster maximum productivity and happiness in your team. Remember, the happiness of your employees is inextricably linked to the success of your mission.

SUPPORT GROWTH

A good leader will take genuine interest in helping the people they work with to grow and develop. Ask your team about their goals and aspirations: What do they want to pursue as individuals? Once you have a clear understanding of what they're looking for, you can provide the necessary resources they need to reach those goals.

Encouraging curiosity and learning will not just keep the people on your team enthused it will also lead to innovative ideas. As your team members grow, so can your cause. Help them along the way by providing opportunities to expand their skillsets.

LEARN FROM YOUR MISTAKES (AND OTHERS)

Get comfortable making mistakes and learning from them. The ability to be vulnerable and open with your team is not a sign of weakness, but a sign of a true leader. Admitting to your own imperfections will earn you the trust and respect of those who report to you and those who you report to. Being an effective leader does not mean having all the answers. An effective leader finds the answers collectively with their team, even if it means stumbling every now and then.

Learning from other leaders can also help you to evolve your style. Observe other leaders and incorporate what impresses you into your own leadership style. Asking others for feedback/advice can also contribute to your understanding of effective leadership.

REWARD EFFORTS

Make sure that everyone is receiving frequent and due recognition for their efforts. People are motivated when they feel their hard work serves a larger purpose; so, take the time to demonstrate how their roles are important not only to your organisation or project, but also to its greater mission and goals.

When it comes to taking credit for a job well done, make sure that the focus is on the team as a whole. Your team effort should shine along with your effective leadership. The success of the team is also the success of the leader and all the members of the team.

Being a **true leader** is hard work, but it **can bring everyone together, unite** team members under a common mission, and **help everyone grow** as a team. Leaders not only make sure all tasks are accomplished at your organization, but they also offer new opportunities for team members to continue developing their own skills.



ADDITIONAL RESOURCES

- This resource provides some ideas of how you can exemplify your leadership skills in your CV: [60+ Effective Leadership Skills: List & Examples](https://www.resumegenius.com/60-effective-leadership-skills) (resume-genius.com)
- Take the quiz below to find out what style of leadership best suits you! [What Sort of Leader are You?](https://www.skillsyouneed.com/quiz/what-sort-of-leader-are-you/) (skillsyouneed.com)
- Ari Zucker's TEDxGVSU talk, gives provides a good introduction summarising effective in the paradigm/ 5 pillar model: ["5 Pillars of Effective Leadership" | Ari Zucker | TEDxGVSU](https://www.tedxgvsu.com/talks/ari-zucker-5-pillars-of-effective-leadership/) - Bing video
- Forbes have included 7 TED Talks for Becoming a Better Leader which again might be a good starting point: [7 TED Talks That Will Help You Be A Better Leader](https://www.forbes.com/7-ted-talks-that-will-help-you-be-a-better-leader/) (forbes.com)

We're proud to be the only charity set up in memory of Diana, Princess of Wales, and her belief that young people have the power to change the world. It's a big mission but there are two things within it that we focus our charity's efforts on – young people and change.

Throughout all our programmes and initiatives, 'change' for and by young people is central. We celebrate this by recognising young change makers with a Diana Award, the most prestigious accolade a young person can receive for their social action or humanitarian work.

We hope you found this resource useful and wish you all the best in your social action journey. If you would like to help us create more resources and recognise even more young people with a Diana Award, you can make a donation by visiting <https://diana-award.org.uk/donate/>



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