**Name: OGUNFOWOKAN MARIAM ANUOLUWAPO**

**Topic: Leadership**

Effective leaders exhibit a blend of personal attributes, skills, and behaviors that enable them to inspire and guide others toward a common goal. Key qualities include strong communication, empathy, integrity, vision, resilience, and the ability to delegate and make sound decisions.

**15 Leadership Skills that Every Leader Should Have**

**1. Communication**

Communication between executives, managers, and team members is essential for project execution. A good leader maintains open communication with every member of the team. They explain complicated steps to the members, guide them, and show a clear direction toward goal achievement.

A transparent communication system creates a comfortable space for employees to share their thoughts freely. Leaders use different communication channels, including online meetings, phone calls, or social media platforms, to convey their messages.

Some must-need communication skills for leaders include the following:

* Active listening
* Verbal and non-verbal communication
* Written communication
* Public speaking
* Presentation skill

**2. Decision Making**

A leader assesses various aspects of a project or task, collects relevant information, and makes decisions accordingly. This skill allows them to keep all the employees on one page and help them progress through the project more efficiently and quickly.

In case of any challenge, the employees look for a strong personality who knows how to tackle and overcome it quickly. That’s when a decisive leader stands out.

Strong decision-making skills enable leaders to find solutions regardless of the nature of the problem. They know where to look, how to find the cause, and what to do to deal with it.

Some skills that make you a decisive leader include:

* Problem identification
* Research
* Developing and implementing initiatives
* Project and thought evaluation
* Setting goals

**3. Time Management**

Time management is another must-have skill for leaders. When working on a project, every member needs to be right on the clock with their assigned tasks. A delay of even a minute can make or break your entire project.

A leader understands a project’s requirements, prioritises the tasks, assigns them to the right employees, sets attainable objectives, and guides them toward completion.

These professionals ensure time management by establishing SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals for the entire team. Other skills that can improve your time management skills include:

* Task assignment
* Setting goals
* Progress tracking
* Supervision
* Optimisation
* Deliverability

**4. Optimism**

A positive attitude has a profound impact on an organisation. It not only benefits the leaders individually but also empowers them to encourage the team members, regardless of the situation.

An optimist leader keeps the environment positive and motivating even in stressful conditions. This makes the employees feel valued, enabling them to think positively and give their best.

As a leader, you should maintain an open communication with your team members. They must feel comfortable to share their issues and errors with you, knowing that they won't get punished for it.

To be optimistic, it’s essential to learn the following skills:

* Social skills
* Listening
* Patience
* Rapport
* Positive reinforcement
* Respect

**5. Empathy**

Employee satisfaction plays a significant role in a project’s success. People perform better when they feel they are heard and valued.

An empathetic leader focuses on the sentiments of their team members. They listen to different perspectives, acknowledge them, and find ways to make them feel better. This keeps the employees motivated.

An empathetic leader should also have the following skills:

* Consideration
* Active listening
* Sympathy
* Open communication

**6. Integrity and Honesty**

Integrity defines how truthful, ethical, and honest someone is. It also indicates whether that person has a set of values they stand by. In the case of a leader, integrity refers to making the choices that help the company achieve goals while complying with ethical and legal rules.

An honest leader sets an excellent example for the team members, motivating them to work with fairness and integrity. This drives positive outcomes.

Besides integrity, many companies look for a leader with the following skills:

* Reliability
* Professionalism
* Management
* Responsibility
* Accountability
* Confidentiality
* Diplomacy

**7. Creativity**

Leaders make decisions, but it’s challenging to do so in some situations. Sometimes, these professionals have to bring their creativity to the table by thinking outside the box.

Creative leaders are typically better decision-makers and problem-solvers. They welcome new ideas, motivating every team member to share their insights. It promotes innovation and workplace collaboration.

Contrary to the popular misconception, creative thinking is not an innate skill but can be acquired and polished over time. So, if you think you weren’t born creative, you can develop this skill with consistent efforts.

Some skills that help a leader to learn creativity include:

* Innovation
* Collaboration
* Critical thinking
* Listening
* Diversity
* Open-mindedness

**8. Delegation**

One common mistake most leaders make is performing all tasks themselves rather than delegating them to other employees. Little do they know that delegation doesn’t only take the load off their shoulders but also empowers team members to give their best.

A leader must know about the skills and strengths of every employee and delegate tasks accordingly. Doing so also makes employees feel trusted, promoting effective collaboration and relationship-building within the team.

Delegation also requires leaders to develop the following skills:

* Observation
* Assessment
* Trust
* Empowerment
* Collaboration
* Relationship building

**9. Flexibility**

Flexibility is critical in completing projects and maintaining good employee relationships. A flexible leader always stays ready to accept and implement sudden, last-minute changes. They also welcome suggestions and feedback and find ways to perform better.

Flexibility can also foster collaboration in the workplace. When a leader manages unexpected situations effectively, it creates a positive and motivating environment for the team.

 Flexible leaders also possess the following skills:

* Listening
* Management
* Negotiation
* Adaptability
* Feedback gathering and implementing
* Strength and weakness recognition

**10. Relationship-Building**

Teamwork involves collaboration among all the team members to achieve shared goals. A leader must have effective communication and conflict-resolution skills to ensure every person is on good terms with others. That’s the core of building strong relationships within a team.

When team members understand each other’s strengths and weaknesses, they manage and complete projects accordingly. Relationship building also helps leaders to communicate and delegate tasks to members based on their skills.

A good leader should have the following skills to build positive team relationships:

* Communication
* Collaboration
* Management
* Teamwork
* Interpersonal
* Social

**11. Identifying Potential in Employees**

George S. Patton advises leaders, *“Don’t tell people how to do things; tell them what to do and let them surprise you with their results.”*This allows you to recognise the right potential and skills in your team.

A great leader should know the capabilities of every employee. For instance, an expert writer doesn't necessarily have to be a great graphic designer. Understanding the competencies of every member helps leaders in the delegation, resulting in more efficient and better outputs.

As a leader, you shouldn’t hesitate to appreciate a specific skill or achievement in your employees. This motivates your workforce to give their 100% on and off work.

To recognise the potential in your employees, a leader should practise the following skills as well:

* Teamwork
* Collaboration
* Appreciation
* Positive reinforcement
* Delegation
* Performance tracking

**12. Problem-Solving**

A leader is the problem solver for the team. These professionals have to stay calm and composed in all situations and think critically to find the solution.

Learning problem-solving skills helps leaders in decision-making, relationship-building, conflict resolution, and on-time project delivery. Other skills that go with it include the following:

* Critical thinking
* Research
* Analytical skills
* Decision making
* Problem-solving
* Team-building

**13. Dependability**

A leader is the most reliable figure in the workplace. These professionals keep up with their promises and do as said, convincing other people to trust and rely on them.

Reliability also helps leaders build a strong team that can work through all the obstacles. As a leader, you should meet deadlines, be practical, and perform all your obligations regardless of the situation. You must also have a Plan B in case things go wrong.

A dependable leader possesses the following skills:

* Practicality
* Setting realistic goals
* Punctuality
* Initiative
* Detail-oriented
* Responsible

**14. Mentorship**

The primary difference between a leader and a manager is mentorship. A leader helps their team members grow and advance their careers through effective mentoring.

It requires leaders to think beyond themselves and focus on the team’s success and the organisation’s scalability. Employees also embrace leaders who motivate them to do better professionally.

A successful leader should have the following skills to be a good mentor:

* Motivation
* Clarity
* Helpfulness
* Ability to recognise and appreciate
* Understanding employee differences
* Feedback

**15. Constructive Feedback**

Good leaders give constructive feedback to their team members related to their performance. It helps employees assess their position in the team and find areas of improvement.

Providing feedback also keeps all the team members on a single page, fostering positive competition with one another. A leader must possess the following skills to give effective feedback:

* Assessment
* Progress tracking
* Motivation
* Employee relationships
* Positive reinforcement