

JOB DESCRIPTION
OF A
LEADER

AN ADMINISTRATOR

A MARKETER

A MANAGER

A SALESPERSON

A MOTIVATOR

A BUILDER

A TRAINER

A FACILITATOR

A PROBLEM-SOLVER

A PLANNER

A PSYCHOLOGIST

A GUARDIAN OF THE BOTTOM LINE

AN INNOVATOR

THE MANY FACETS OF A LEADER

INTERPERSONAL SKILLS

- ✓ is an enthusiast
- ✓ is a team builder
- ✓ is a good listener
- ✓ is usually available
- ✓ regularly recognizes and praises good work
- ✓ gives credit to others
- ✓ delegates well and empowers
- ✓ promotes from within
- ✓ often takes the blame
- ✓ prefers eye-to-eye contact versus memos
- ✓ communicates goals to everyone in the company
- ✓ knows people by name
- ✓ supports the ideas of others
- ✓ makes things look easy
- ✓ works hard but has a balanced life
- ✓ makes coffee
- ✓ expects the best
- ✓ challenges people
- ✓ is easy to talk to
- ✓ inspires loyalty
- ✓ inspires ideas/suggestions/innovation
- ✓ makes everyone feel important
- ✓ enjoys the job, has fun
- ✓ sets a good example
- ✓ is a visionary
- ✓ is a risk-taker
- ✓ is a quality master

MAJOR ASSETS

- ✓ intelligent
- ✓ competent
- ✓ passionate
- ✓ caring
- ✓ sensitive
- ✓ consistent
- ✓ tough
- ✓ trusting
- ✓ humble
- ✓ fair
- ✓ decisive
- ✓ persistent
- ✓ honest
- ✓ respectful
- ✓ tolerant
- ✓ objective
- ✓ open-minded
- ✓ committed
- ✓ approachable
- ✓ flexible