



Entrepreneurial & Leadership Skills
Unit 6 Express Yourself at Work!

Part 1 - Which traits do you possess?



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independent persistent strong drive to achieve demanding

inquisitiveness Competitive self-confident desire to work hard high energy level

personal initiative desire for immediate feedback highly reliable lucky

What do you think of when you see these words and phrases?

goal-oriented behavior Change agent tolerance for failure strong integrity

demanding tolerance for ambiguity commitment innovative

calculated risk taker creative vision problem-solving skills

ability to consolidate resources strong management/organizational skills

Activity: Entrepreneurial Qualities and Traits - Which traits do you have?

1. Look at and think about the words on the screen.
2. Select 3 qualities you believe you possess.
3. Write them down.
4. Think of a brief real-life example for each one and why you believe you possess these qualities.
5. Be prepared to discuss your qualities.
6. Use **Number Heads Together** to select students.
7. Have every student participate.

Debrief Questions:

- How many of you believe you had more than 3 of those qualities / traits?
- Are you surprised by your results?
- How many of you think you could learn and develop these kinds of qualities and traits?
- What kind of person has all or many of these qualities and traits?

What is an entrepreneurial mindset and how do I develop one?



How do you cultivate an entrepreneurial mindset?

Turn & Talk

Share out!



1 maintain a positive attitude.

- Put things in perspective and frame them in a positive light. Instead of asking yourself “What can I do to avoid this situation,” ask yourself “What can I do to correct this situation?”
- The right attitude embraces challenges, always looking for the lesson buried in the difficulties.

Failure is part of the process, learn from it and move on.



2 Failure is part of the process, learn from it and move on.

- Disappointments are difficult, but can be great opportunities to learn.
- Seek the lesson you can learn from your mistakes.
- By learning from your defeats, you grow stronger.



3 Seek to stand out.

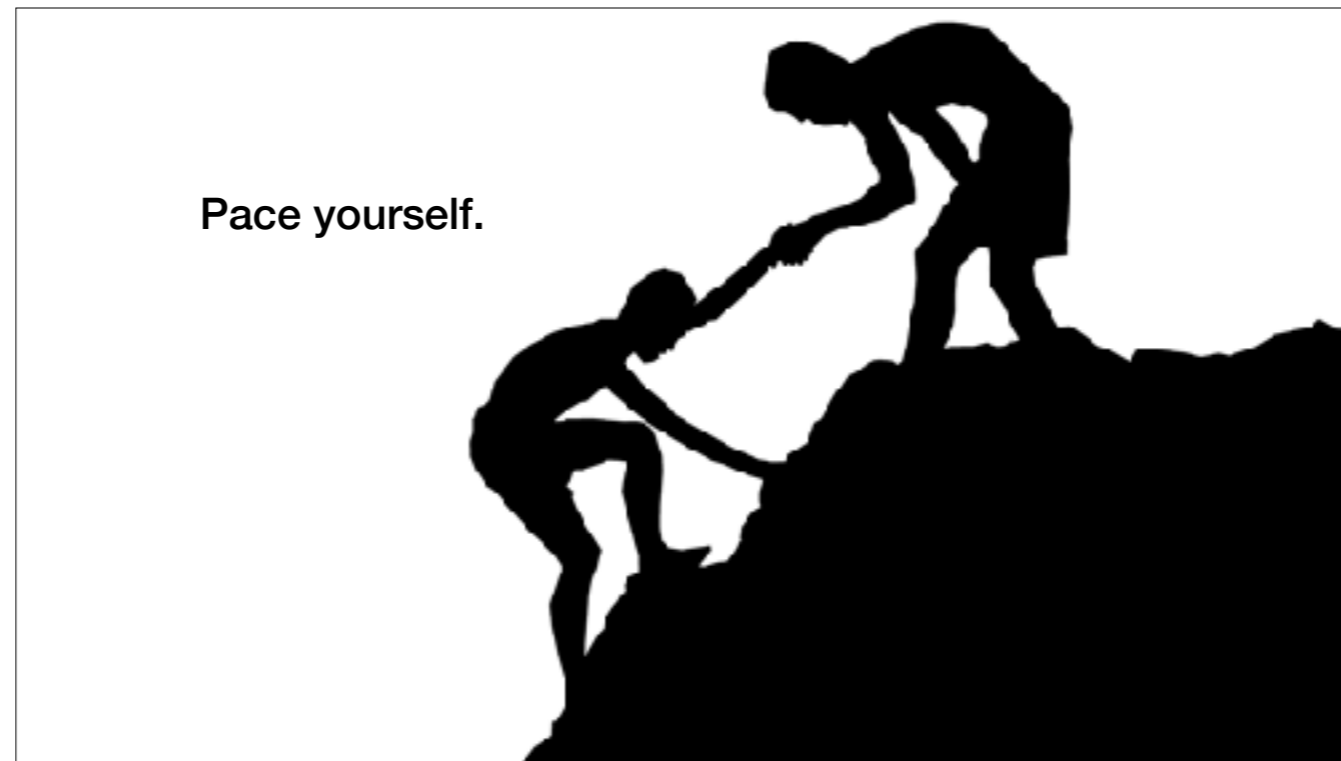
- Entrepreneurs embrace their uniqueness.
- Embrace what makes you unique.
- When you celebrate that which makes you and your company distinct, you stand out from the crowd and differentiate from your competitors.

Embrace life-long learning.



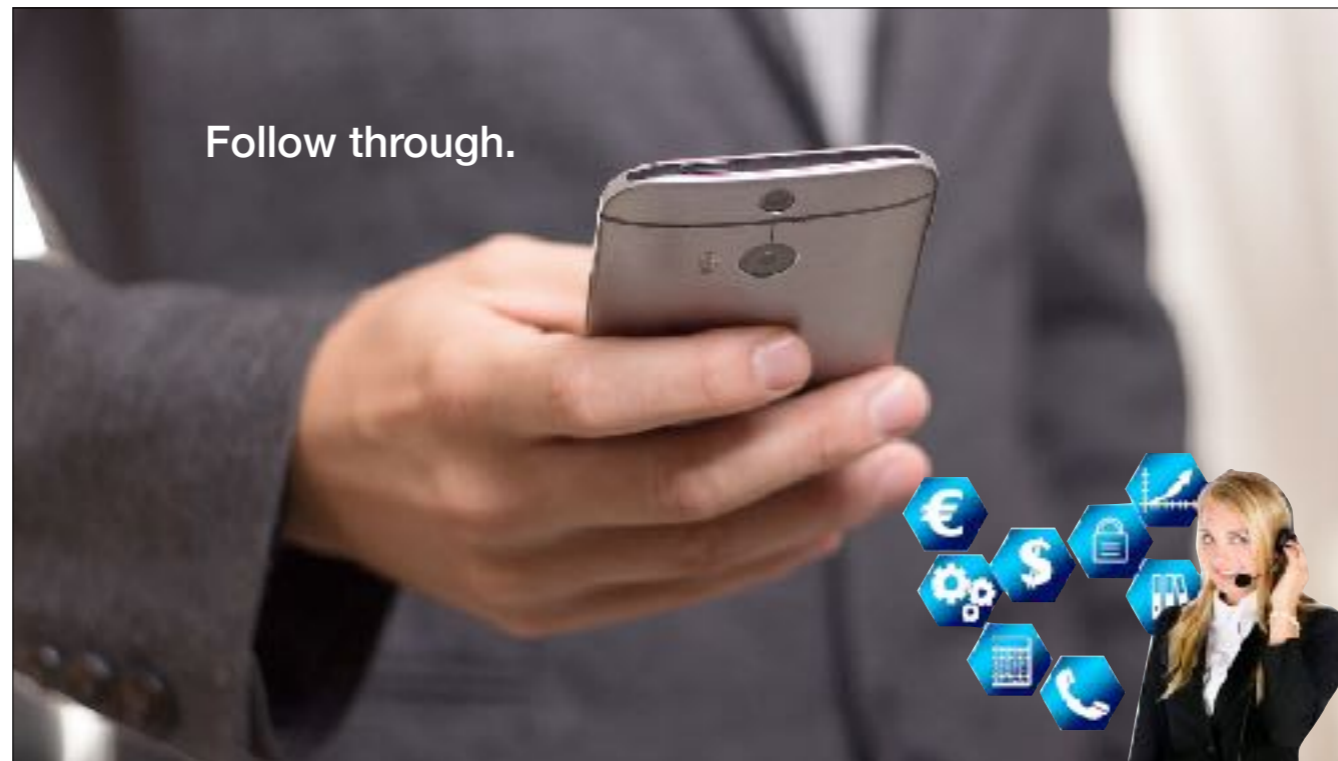
4 Embrace life-long learning.

- Entrepreneurs embrace new technology, new theories, and new practices.
- The entrepreneurial mindset is fed by that never-ending appetite for new learning
- It all helps you expand your skills and grow your business.



5 Pace yourself.

- Set the example for employees.
- Prepare for times when you'll need to work demanding hours, but don't define yourself by your ability to do that and only that, or you'll soon burn out.



6 Follow through.

- Following through should be thought of as an opportunity.
- Be proactive, you never know which one of your efforts will succeed.
- Take care of things as soon as possible — call people back, say thank you, reach out to colleagues, send the letter, et cetera. as soon as possible.

Set appropriate goals.



7 Set appropriate goals.

- Set goals in order to push yourself forward, but remember to set quality high standards.
- Ask yourself: what does it take to accomplish that objective?
- Break it down into manageable activities if necessary.

Part 2 - What is your leadership style?



Part 2 - What is your leadership style?

6 Different Styles of Leadership

1. Coercive (or Commanding)
2. Pace-setting
3. Authoritative
4. Affiliative
5. Democratic
6. Coaching

What Type of Leader are You?

- Use the link <https://www.skillsyouneed.com/ls/index.php/325444> to take a leadership personality test at *Skills You Need*.
- Find out which of the 6 leadership styles you possess (Coercive (or Commanding), Pace-setting, Authoritative, Affiliative, Democratic, Coaching).
- Take the test and submit answers.
- Read, analyze, and take notes from your leadership style.
- Identify your strengths / weaknesses, and where you need to improve?
- Set attainable goals

Activity: Leadership Style Test

1. Find out which of the 6 leadership styles you possess (Coercive (or Commanding), Pace-setting, Authoritative, Affiliative, Democratic, Coaching).
2. Use the link <https://www.skillsyouneed.com/ls/index.php/325444> to take a leadership personality test at *Skills You Need*.
3. Take the test and submit answers.
4. Read, analyze, and take notes from your leadership style.
5. Identify your strengths / weaknesses, and where you need to improve?
6. Set personal improvement goals.

Part 3 - Proven Leadership Skills



Part 3 - Proven Leadership Skills

1. Communication
2. Motivation
3. Delegating
4. Positivity
5. Trustworthiness
6. Creativity
7. Feedback
8. Responsibility
9. Commitment
10. Flexibility

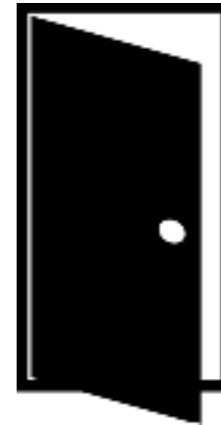


Top 10 Leadership Soft Skills

1. Communication
2. Motivation
3. Delegating
4. Positivity
5. Trustworthiness
6. Creativity
7. Feedback
8. Responsibility
9. Commitment
10. Flexibility

Communication

- Be clear and succinct
- Master all forms of communication
- Establish an open-door policy
- Make yourself available



1. Communication

- Be clear and succinct and explain to employees everything (e.g., organizational goals, specific tasks, etc.).
- Master all forms of communication (e.g., face-to-face, departmental, and full-staff conversations, as well as phone, email, and social media).
- Establish an open-door communication policy.
- Make themselves available to discuss issues and concerns.

Motivation

- Inspire employees
- Build self-esteem
- Increase employee responsibilities
- Learn what motivates your employees



2. Motivation

- Inspire employees
- Build employee self-esteem. (e.g., recognition / rewards)
- Give employees new responsibilities. Increase their investment in the company.
- Learn what motivators work best for your employees to encourage productivity and passion.

Delegating

- Identify employee skills set
- Delegate tasks
- Assign duties based on skills



3. Delegating

- Delegate tasks - leaders who take on too many tasks will struggle to get anything done. Many leaders often fear that delegating is a sign of weakness, when in fact it is a sign of strength.
- Identify the skills of each of your employees
- Assign duties to each employee based on his or her skill set. By delegating tasks to staff, you can focus on other important tasks.

Positivity

- Maintain a positive attitude.
- Speak to employees about their lives.
- Make employees feel part of the company.



4. Positivity - A positive attitude can go a long way in an office.

- Don'ts take it so seriously when things don't go as planned. (You should be able to laugh at yourself when something doesn't go quite as planned; it helps create a healthy work environment, even during stressful periods).
- Simple things like asking employees about their vacation plans helps develop a positive atmosphere in the office.
- When employees feel they work in a positive environment, they are more likely to want to be at work, and will be more willing to put in the long hours when needed.

Trustworthiness

- Make employees feel comfortable.
- Demonstrate your integrity.
- Be open and honest



5. Trustworthiness

- Make employees feel comfortable coming to you with questions and concerns.
- Demonstrate your integrity — employees will only trust leaders they respect.
- Be open and honest, this will encourage the same sort of behavior from your employees.

Creativity

- Think outside of the box.
- Try new solutions.
- Approach problems in non-traditional ways.



6. Creativity

- Think outside of the box.
- Learn to try nontraditional solutions.
- Approach problems in nontraditional ways. will help you to solve an otherwise unsolvable problem. Impressed and inspire employees by not always choosing the safe, traditional path.

Feedback

- Provide positive feedback on performance.
- Don't micromanage.
- Teach employees how to improve their work and make decisions



7. Feedback

- Provide useful information to team members about their work performance.
- Offer advice and assistance, but don't micromanage.
- Teach employees how to improve their work and make their own decisions, you will feel more confident delegating tasks to your staff.

Responsibility

- Take responsibility for your team.
- Accept blame when something goes wrong.
- Dont point fingers.
- Accept mistakes and failures.
- Formulate clear solutions for improvement.



8. Responsibility

- Leaders are responsible for the successes and failures of his or her team.
- Be willing to accept blame when something does not go correctly.
- Don't point fingers and blame others, they will lose respect for you.
- Accept mistakes and failures.
- Formulate clear solutions for improvement.

Commitment

- Follow through.
- Set the example.
- Keep your promises.



9. Commitment

- Follow through with what you agree to do.
- Be willing to put in the extra hours to complete an assignment; employees will see this commitment and follow your example.
- When you promise your staff a reward, such as an office party, always follow through. A leader cannot expect employees to commit to their job and their tasks if he or she cannot do the same.

Flexibility

- Be flexible.
- Be open to suggestions.
- Accept appropriate feedback.



10. Flexibility

- Leaders need to be flexible, accept whatever changes come your way. Employees will appreciate your ability to accept changes in stride and creatively problem-solve.
- Be open to suggestions and feedback. If your staff is dissatisfied with an aspect of the office environment, listen to their concern and be open to making necessary changes.
- Accept appropriate feedback.

World Economic Forum - Top 10 Skills in 2020

Top 10 skills

in 2020

1. Complex Problem Solving
2. Critical Thinking
3. Creativity
4. People Management
5. Coordinating with Others
6. Emotional Intelligence
7. Judgment and Decision Making
8. Service Orientation
9. Negotiation
10. Cognitive Flexibility

in 2015

1. Complex Problem Solving
2. Coordinating with Others
3. People Management
4. Critical Thinking
5. Negotiation
6. Quality Control
7. Service Orientation
8. Judgment and Decision Making
9. Active Listening
10. Creativity



Source: Future of Jobs Report, World Economic Forum

1. Complex Problem Solving
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Questions



Questions???