

**Leadership  
Are You Ready?**

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Leadership Skills covered in the Leadership Development Manual  
(Available from Lions Int'l Leadership Dept. for \$6; #DA-300)

- The Mystery of Motivation
- Understanding What Motivates Volunteers
- Giving an Effective Presentation
- Using the Right Style of Leadership
- Principles of Group Motivation
- Solving Problems and Resolving Conflicts
- Leading Group Discussions and Decision Making
- Conducting Large Meetings
- Building a Team of Lions
- Goals, Priorities, Planning, and Time Management
- Leading and Managing Service and Fund-Raising Projects

Learning Leadership

Take advantage of other Lions seminars at the State and International conventions, the Fall Conference, or the USA/ Canada Forum at Syracuse, NY, Sept. 25-27, 1997.

The Price of Leadership  
(Leadership Development Manual, Pg. 63)

You might have already learned that all good leaders should expect:

- Criticism
- Fatigue
- Loneliness
- The tensions of always having to stay a bit ahead of the group yet, at the same time, "walking with them"
- Making unpleasant decisions
- The fear of failure
- The temptation to abuse power
- An occasional struggle with egotism or pride
- The sacrificing of important time for family and other friends

But, all these trials and tribulations should never overshadow all the major victories which the successful Lion leader has won for himself, humanity, and Lionism.

# Leadership- Are You Ready?



**District  
13-E**

Introduction

"Leadership - Are You Ready?"

Objectives:

- Look at the need for leadership training
- Identify specific skills and characteristics of leadership
- Provide some ideas for your personal leadership skills development

Leadership Skills Summary  
(The Lion Magazine, Nov. 1995, Pg. 11)

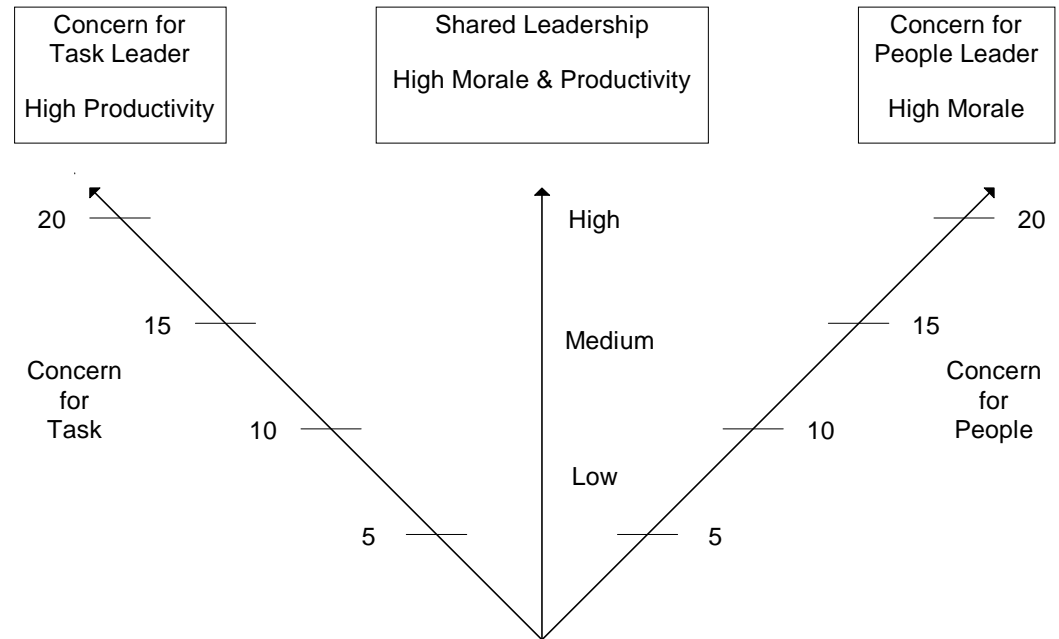
A survey in 1995 listed 19 skills which were rated by 444 Lion leaders, based on how important they thought these skills were for Lions to learn, and how competent they thought they were in each area. The top results were as follows:

Most Important

- Listening
- Organizing/ Team Building
- Motivating Others
- Interpersonal Skills/ Human Relations

Highest Competency

- Conducting a Meeting
- Interpersonal Skills/ Human Relations
- Problem Solving/ Decision Making
- Group Dynamics/ Leading a Discussion



-Planning/ Goal Setting

-Listening

-Recruiting and Retaining Members

-Organizing/ Team Building

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More than eight of every 10 respondents noted they do not know enough about becoming leaders, and nearly everyone (98.2%) thought Lions needed help in developing into leaders.

A Few Words About Motivation...  
(From PDG Sam Bates presentation)

As many Lion leaders have discovered, leaders do not motivate. Lions motivate themselves. Lion leaders have also discovered that the best they can do to spur participation toward a goal is to:

- Provide a workable plan with attainable goals
- Create the proper Lionistic atmosphere
- Skillfully manage the action

The individual Lion's commitment to a goal and the amount of work he puts forth to achieve it is his decision alone. This is why it is so important that Lion leaders, especially District Governors and Club Presidents, get and keep their fellow Lions involved!

A Word About Apathy...

A wise Lion leader knows that his talking too much about a goal is the surest way to stifle motivation.

UNDERSTANDING THE LEADERSHIP QUESTIONNAIRE

1. Circle the following numbers: 8, 12, 17, 18, 19, 30, 34, and 35.
2. Write the number "1" in front of a circled number item if you responded with an "S"(seldom) or an "N" (never) to that item.
3. Write the number "1" in front of all the uncircled numbered items if you responded with an "A" (always) or an "F" (frequently).
4. Circle the number 1's if you have written in front of the following items: 3, 5, 8, 10, 15,19, 22, 24, 26, 28, 30, 32, 34, 35.
5. Count the circled number 1's. This is your score for concern for people. Record the score in the blank following the letter "P" at the end of the questionnaire.
6. Count the uncircled number 1's. This is your score for concern for task. Record this number in the blank following the letter T.

Directions: To determine your style of leadership, mark your score on the concern for task dimension (T) on the left-hand arrow below. Next, move to the right-hand arrow and mark your score on that concern for people dimension (P). Draw a straight line that intersects the P and T scores. The point at which that line crosses the shared leadership arrow indicates your score on that dimension.

- A-F-O-S-N 21. I would push for increased production.
- A-F-O-S-N 22. I would let some members have authority that I could keep.
- A-F-O-S-N 23. Things would usually turn out as I had predicted.
- A-F-O-S-N 24. I would allow the group a high degree of initiative.
- A-F-O-S-N 25. I would assign group members to particular tasks.
- A-F-O-S-N 26. I would be willing to make changes.
- A-F-O-S-N 27. I would ask the members to work harder.
- A-F-O-S-N 28. I would trust the group members to exercise good judgment.
- A-F-O-S-N 29. I would schedule the work to be done.
- A-F-O-S-N 30. I would refuse to explain my actions.
- A-F-O-S-N 31. I would persuade others that my ideas are to their advantage.
- A-F-O-S-N 32. I would permit the group to set its own pace.
- A-F-O-S-N 33. I would urge the group to beat its previous record.
- A-F-O-S-N 34. I would act without consulting the group.
- A-F-O-S-N 35. I would ask that group members follow standard rules and regulations.

T \_\_\_\_\_ P \_\_\_\_\_

Leadership Self-Assessment  
(Leadership Development Manual, Pg. 4-5)

Check each leadership skill below either:

“A” – I can do this effectively;

“B” – I can do this, but barely satisfactorily; or

“C” – I definitely need to develop this skill.

<u>Leadership Skill</u>	<u>A</u>	<u>B</u>	<u>C</u>
I understand the individual needs and interests of my fellow Lions and know how to apply this understanding to motivate them	_____	_____	_____
I can give an effective presentation to a group of Lions.	_____	_____	_____
I know how and when to use more than one style of leadership.	_____	_____	_____
I can motivate a committee to work effectively and harmoniously.	_____	_____	_____
I can lead a group discussion in decision-making and the solving of a complex problem.	_____	_____	_____
I can resolve conflicts between two or more Lions.	_____	_____	_____
I can conduct a meeting of a large group of Lions.	_____	_____	_____
I know how to build a team of Lions that has the same efficiency and harmony as a winning sports team.	_____	_____	_____
I can set goals and establish priorities for myself and my Lions.	_____	_____	_____
I can make a detailed plan.	_____	_____	_____
I can manage my “Lion time” so there is always enough to do what’s important.	_____	_____	_____
I can lead and manage service projects and fund-raising events involving several other Lions and the public.	_____	_____	_____
<b>TOTALS</b>	<b>=====</b>	<b>=====</b>	<b>=====</b>

What Is the Object of My Leadership Development  
(Leadership Development Manual, Pg. 6-7)

Obviously, leadership development requires discipline and work. You know from experience that any long-term task is much easier and even enjoyable when you have a definite mission to accomplish, a specific goal to reach. If you don't now have a goal in mind, answering these questions might well reveal a goal to you; and if you already have a goal, your answers may bring it into sharper focus and also strengthen your commitment to it.

*Some optional questions to help you establish a general goal as a Lion.*

What was my happiest moment, experience, or greatest achievement in Lionism?

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What are three things I do well in Lionism?

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Which of these three things gives me the most pleasure?

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Which do I believe my fellow Lions need the most?

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Excluding leadership development, what three things about myself (attitudes, characteristics, etc.) do I want to improve?

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What is my personal motto or philosophy by which I try to live?

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Leadership Questionnaire  
(LCI Leadership Workshop, 1995-96, Pg. 28-30)

Directions: The following items describe aspects of leadership behavior. Respond to each item according to the way you would most likely act if you were the leader of a group. Circle whether you would most likely behave in the described way.

Never      A = Always      F = Frequently      O = Occasionally      S = Seldom      N =

- A-F-O-S-N      1. I would most likely act as the spokesperson of the group.
- A-F-O-S-N      2. I would encourage overtime work.
- A-F-O-S-N      3. I would allow members complete freedom in their work.
- A-F-O-S-N      4. I would encourage the use of uniform procedures.
- A-F-O-S-N      5. I would permit the members to use their own judgment in solving problems.
- A-F-O-S-N      6. I would stress being ahead of competing groups.
- A-F-O-S-N      7. I would speak as a representative of the group.
- A-F-O-S-N      8. I would needle members for greater effort.
- A-F-O-S-N      9. I would try out my ideas in the group.
- A-F-O-S-N      10. I would let the members do their work the way they think best.
- A-F-O-S-N      11. I would be working hard for promotion.
- A-F-O-S-N      12. I would tolerate postponement and uncertainty.
- A-F-O-S-N      13. I would speak for the group if there were visitors present.
- A-F-O-S-N      14. I would keep the work moving at a rapid pace.
- A-F-O-S-N      15. I would turn the members loose on a job and let them go to it.
- A-F-O-S-N      16. I would settle conflicts when they occur in the group.
- A-F-O-S-N      17. I would get swamped by details.
- A-F-O-S-N      18. I would represent the group at outside meetings.

A-F-O-S-N

19. I would be reluctant to allow the members any freedom of action.

A-F-O-S-N

20. I would decide what should be done and how it should be done

What We Know About Leaders  
(Leadership Development Manual, Pg. 7 & 10)

Leadership is a precious quality. Some Lions are natural leaders. Others learn to be leaders after years of experience. Still, others never become leaders because they've never learned how to lead themselves.

What makes a leader? According to social scientists who have studied this question for years, there appears to be no single trait which is found in all leaders. But we do know that many leaders - whether Lions, executives, elected officials, or soldiers - possess energy, self-confidence (or faith in their mission), intelligence, persistence, and the ability to express themselves. Yet, even these traits will vary among great leaders.

The character of successful Lion leaders also shows us that they:

- Are trustworthy
- Are fair
- Know the individual needs and interests of their fellow Lions
- Pass on to other Lions what they have learned
- Have a future vision for their Lions and a "protective" attitude toward them
- Accept final responsibility

The following are some conclusions drawn from many studies of leaders:

- Height, size, and health are not by themselves important to a leader, but his or her general appearance is
- Though leaders tend to be more intelligent than non-leaders, their leadership suffers if it is much more sophisticated than what the group is accustomed to

Regarding a leader's personality:

- Appearance of confidence is important
- Sociability can be important but it depends on the situation
- Determination, self-control, and maturity are essential
- Desire to dominate or gain prestige is not required for leadership
- Though leaders have to make sense when they talk and be able to "advance the cause of the group," they need not be quick and clever talkers

After reading this, you are probably a bit overwhelmed at what a Lion leader is expected to be. Take comfort in knowing that as a service-minded person you are already naturally using leadership skills. No matter where you stand as a leader, you have the power to find new paths for your fellow Lions that lead them to creating change for the good of all people.

What one thing would I like to have said of me if I died today?

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Excluding leadership skills, what are three things I would like to learn to do well?

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What three accomplishments do I want to realize during my lifetime in Lionism?

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*How do I expect the following to benefit from my leadership?*

The service goals of my Club?

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My community?

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My fellow Lions?

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My fellow employees?

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My family?

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My friends?

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Myself?

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What problems, if any, do I foresee in developing my leadership?

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If I can now answer the question: "Exactly, what is the object of my leadership development?" - my answer is this:

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Audience definitions of a leader

Same as Boss?; Manager?; Captain of sports team?; Captain of a ship?  
Who are some current good examples of a leader?

Leadership Definition  
(The Lion Magazine, Nov. 1995, Pg. 13)

Leadership is the process where an individual (or leadership team) persuades others to pursue objectives held by the leader(s). This implies leaders do more than lead. Lion leaders must be:

- Persuasive - successful in communicating their ideas to other Lions and listening to what other Lions have to offer.
- Visionary - able to perceive a future other Lions would wish is possible.
- Caring - concerned about the needs of others.
- Inspiring - able to instill confidence in the direction they are headed.
- Honest - of the highest integrity.
- Capable - able to plan and set goals, to establish objectives others will jointly pursue.

Leadership is not only possible for Lions leaders, it is demanded by the members.

Leadership Qualities  
(Lions Int'l President Dr. William Wunder)  
(1996 MD-13 State Convention)

- Integrity
- Enthusiasm
- Communications (listen)
- Set an example
- Be a visionary

The profile of an effective leader consists of the following attributes:  
(PDG Sam Bates)

- Leaders maintain respect
- Leaders work effectively with people
- Leaders are responsive to the needs and desires of others
- Leaders possess superior motivation
- Leaders exhibit confidence and enthusiasm
- Leaders utilize every resource
- Leaders capitalize on the organizational environment and the leadership of others

What a Lion Leader Is Able to Do  
(Leadership Development Manual, Pg. 7)

A Lion leader accomplishes the mission given to him or her while keeping together his or her team of fellow Lions. He is able to do this because he can:

- Unleash the motivation already inside each Lion by properly matching "the right Lion for the right job"
- Give an effective presentation
- Use the right leadership style for the situation at hand
- Motivate a group of Lions so it works effectively and harmoniously
- Solve problems through group discussion
- Resolve conflicts between two or more Lions
- Lead productive group discussions
- Conduct meetings for large groups of Lions
- Build his Lions into a team that has both efficiency and fellowship

- Set goals, establish priorities, make a formal plan, and wisely manage his time
- Lead and manage service projects and fund-raising events