

# INTRODUCTION

Leaders work in various ways. Some 'lead from the front', others prefer to take a 'back seat' approach, some see their major responsibility as getting the job done, others see their role as ensuring that everyone takes collective responsibility for getting the job done. It is important for people to be aware of different approaches to leadership as they can then choose which style of leadership to adopt. This choice will depend on a number of factors, including the task or activity being undertaken, the group or individual they are working with, the skills or personality of the leader and the environment in which the initiatives take place.

The materials are broken into 6 parts:

## STRUCTURE OF THE MATERIALS

- 1. Initial Thoughts - Leadership Styles** - This involves doing a short introductory exercise designed to get people thinking about the subject matter of the training element.
- 2. How Groups Work Together** - Much of our life is spent in groups, whether this be at school, with family, a sporting or interest group, etc. Some of these groups we will enjoy and feel part of, others may make us feel shy or self-conscious. In this part of the session we will analyse some aspects of group behaviour by looking at things to take account of when working with groups and factors which can help or hinder a group's work.
- 3. Leadership Styles** - Sometimes when we are working with groups we are expected to take on a leadership role. At other times, individuals may come to us because we are seen to be the leader/the person in charge. How we choose to behave as a leader can and does affect other people. We will look at some different styles of leadership and assess when it is appropriate to use these styles.

- 4. Leadership Skills and Qualities** - Whichever style of leadership you use there are skills and qualities which you can develop which will make you a more effective leader. We will examine these and you will be encouraged to assess your own strengths and weaknesses.
- 5. Motivation** - Leaders often have to get things done. Sometimes those we are 'leading' are keen to get on with their work, but at other times, they are reluctant to take action; perhaps they are not in the right mood or lack confidence. This section looks at some theories on motivation and provides some practical ideas on motivating people.
- 6. Review of the Training-** This involves reflecting on what has been learned from this training element.

A diagram outlining the sections to be covered is included. You may wish to use this to introduce the session.

## LEADERSHIP STYLES

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LEADERSHIP STYLES



9 HOW GROUPS  
WORK TOGETHER



10 LEADERSHIP  
STYLES



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12 MOTIVATION



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THE TRAINING