Leadership of Women

Government of India
Ministry of Minority Affairs

National Institute of Public Cooperation and Child Development
Ministry of Minority Affairs, Government of India
Website: www.minorityaffairs.gov.in/
Prepared in Collaboration with National Institute of Public Cooperation and Child Development
Leader

- Leader is a person who has the ability to lead the group and has new ideas to succeed.

- Leader must have a good convincing power so as to motivate and negotiate with the group members.

Leadership

- Leadership is the art of influencing and directing people in such a way that will win their confidence, respect and cooperation in achieving goals.

- Leadership is about managing things effectively.

Qualities of a Leader

- Energetic
- Knowledge of human relations
- Objectivity
- Empathy
- Communication skills
- Teaching Ability
- Social Skills
- Technical Competence
- Integrity
- Conceptual Skills
- Flexibility
- Ability to ascertain priorities
Qualities of a Leader

- **Energetic:** A leader must be energetic and enthusiastic. She/he must carry out the work with full enthusiasm so that others in the group get motivated.

- **Knowledge of human relations:** A Leader must have the quality of placing the people into work situations so as to motivate them to work together harmoniously.

- **Objectivity:** A Leader has to have a fair outlook free from bias which does not reflect his willingness towards a particular individual.

- **Empathy:** A leader should understand the problems and complaints of group members and should honour the needs and aspirations of the group members.

- **Communication skills:** A leader should have good communication skills. She/he should be able to convey the message effectively.
- **Teaching ability:** The teaching ability in a leader is very important. Teaching should be in such a way that it can challenge, inspire, motivate, encourage group members and support & guide them to be future leaders.

- **Social skills:** Social skills help in maintaining relationships and building network and expertise in building and leading team.
Technical competence: Technical competence is actually the knowledge and skill that is necessary to perform a particular type or level of work activity.

Integrity: Integrity is an important aspect for a leader. A leader should be trustworthy and must have the trust of other group members.

Conceptual skill: Is the ability to conceptualize the welfare of group members. If a leader has a conceptual skill she/he sees the organisation as a whole.

Flexibility: A leader should have flexible mind. This means that there should be flexibility over the decisions of a leader according to the situation and circumstances. There should be no-hard and fast rule and the decision should also be in favour of the team members.

Ability to ascertain priorities: Focusing on main things is the easiest and most effective way to achieve goals.
Roles and Responsibilities of a Leader

The roles and responsibilities of a leader which help the team in completing its missions are-

- **Initiator:** A leader should take an initiative to start the task so that other follow.

- **Information seeker:** A leader must be an information seeker. She/he should ask for information, viewpoints and suggestions from team members before initiating any task.

- **Contributor:** A leader must also contribute to the tasks of the team so as to bring about better results. Working as a team member gives good results.
Opinion seeker: A leader must consider the opinions of all the team members before taking up any decision.

Elaborator: A leader must express his/her feelings and work in greater length and in great detail. She/he must spell out suggestions in terms of examples also.

Critic: A leader must be critical in nature. She/he must express a reasoned judgement to set some standards. She/he must frequently find the shortcomings and make clear judgement.

Energizer: A leader must be an energizer for the other team members. She/he must stimulate the group towards higher level and better quality of work.

Recorder: A leader must keep a written record of the group’s task.
A Leader Should Be

P – POLITE
O – OBEDIENT
L – LIBERAL
I – INTELLIGENT
C – COURAGEOUS
E – EFFICIENT

S – SPECIFIC
M – MEASURABLE
A – ACHIEVABLE
R – REALISTIC
T – TIMELY