

## **101 Practical and Inspirational Leadership Tips.**

In the dramatically fast-changing world we live in today, innovation is critical to success and depends upon truly inspirational leadership. There has been a substantive change in terms of what is required of good leaders over recent years and those organisations whose leaders do not move with the times will undoubtedly face serious problems in an ever more uncertain future where competition is increasingly intense.

Leaders today at all levels have to inspire their people through out the organisation to be fully involved in finding better ways of keeping ahead of the competition. The old days of “command and control” are gone. If you are to be sufficiently fleet or foot to stay ahead of the competition a collective approach that unleashes innovation and creativity is essential.

The following 101 top leadership tips are highly recommended for all team leaders, supervisors and people managers at all levels within the organisation.

1. Focus on the common goal.
2. Plan in time to think, Thinking time is essential of you want your vision to become reality.
3. Share with people what you want to be achieved rather than telling them how to achieve it.
4. Review the vision and change course if necessary.
5. Align people and communicate the direction by words and deeds to those whose co-operation may be needed.
6. Develop long-range perspective.
7. Create a compelling vision by presenting a picture of the future that is not only clear, but it catches people attention.
8. Be results-orientated.
9. Let go of the past and focus on the future.
10. To be a leader you need vision. Vision us about seeing more than just what is in front of you; it's about imagining what could be.
11. Create the vision and the long-term goals; allow others to create procedure and applications.

12. Take time and trouble to understand those you want to inspire and what you need to do to make your vision real to the.
13. Ask 'why not' rather than 'why'.
14. Let go of things that you no longer NEED to do.
15. Give yourself a creative thinking space either physically and / or psychologically and visit that place consciously at least once a day.
16. Keep an ideas book to write down all your good ideas as they come to you. Regularly review your notes and assess what could be implemented for the good of the company.
17. Think possibilities – When thinking through action to take consider as many options as possible. By doing this you will open your mind to new ways of doing things as opposed to the old tried and tested way.
18. Have the courage to be different.
19. Believe in others' ability to achieve what is needed.
20. Engender a culture of openness by developing an appropriate style to suit individuals at all levels, and speak their language.
21. Think about the individual rather than the job the individual does.
22. Empower the people who work in your team to encourage a personal responsibility culture.
23. Coach your team to make a difference. This will ensure they are well positioned and motivated to make a difference in your business in whatever area you agree.
24. Show people how their work is meaningful and contributes to worthwhile ends.
25. Be your own person – not a copy.
26. Inconvenience yourself for the sake of your people where necessary to make it happen.
27. Influence the creation of teams.
28. Remember the bottom line isn't just about profit, it's about the people who help make that profit, Develop a variety of measures of success, including ones that focus on your people.
29. Let other people 'lead' if they know better than you in the situation.
30. Be approachable.
31. Understand the needs/ wants/ motivations of others.

32. Say, “good morning” to your receptionist and your cleaner and engage them in conversation. They are as vital to the smooth running of your business as any other member of the team – and they’ll love you for it.
33. Ask what you can do for others and then do or. Ask others what they think they can do for you.
34. Be consistent in your approach and the messages you give.
35. Become known as a people person.
36. Invest time in your people and the problems will become less expensive.
37. Find out what they want or need to develop to improve themselves, and then give it to them.
38. Inspire confidence in those around you.
39. Learn to inspire everyone in the organisation – develop an ability to inspire both the shop floor and at board level by talking their language.
40. Build your people to create your processes.
41. Make good customer service happen by engaging the people – not relying on the process.
42. Explain the reasoning behind an unpopular decision in order to create adult relationships and foster creativity.
43. Discuss expectations with your team members. What do they expect of you and what do you expect of them?
44. Encourage others to set their on personal and professional goals. Openly discuss and support them in their career aspirations and life goals in line with the needs of the business.
45. Uncover the hidden talents in others. Recognise each person’s strengths and make the best use possible of those strengths. What unused skills could be pit to use in the workplace?
46. Build your vision of the future by engaging the imagination of those who will live that future.
47. Coach and mentor others.
48. Develop your follower ship skills as well as your leadership skills.
49. Develop 360 degree vision.
50. Know the competition.
51. Show you care about the goals, and the work team does each day to achieve them.

52. Get out of your office and go on walk about.
53. You have two ears and one mouth – use them in the proportion to generate vision for your people.
54. Introduce regular discussion and sessions on how to move the business forward. What actions can be taken to keep ahead in the market? Keep abreast of the elements that will impact on your organisation. Plan this into your diary system to ensure it happens.
55. Plan in quality thinking time. Make time to allow yourself to think about trends and how they impact on your organisation. Make time to generate ideas on how latest thinking can be integrated into the business.
56. Create more leaders by being a leader yourself.
57. Display the behaviors that you want others to display.
58. Set aside time to think.
59. Lead from the front; others will follow if they believe you know that you are doing.
60. Be open and responsive to sharing knowledge – upwards as well as downwards. The people in your organisation have valuable ideas too.
61. Develop creative thinking. Introduce managers to a range of thinking techniques to improve their thinking ability. This could be facilitated through group sessions or self-managed learning.
62. Create culture of risk taking. Allow managers to give thing a go, introduce new concepts, allow failures and review learning.
63. Take ownership for what you do.
64. Put yourself in a positive frame of mind when you set goals and vision – this helps you to have more ideas.
65. Give people responsibility for implementing their own ideas.
66. When you see people struggling, take immediate action.
67. Change from telling others to inspiring others.
68. Act and behave in a way that is congruent with the values and vision of the business. People will notice if you don't and this will impact their behaviour.
69. Delegate! Even when you believe you can do the job better yourself. How else will they get better at it?
70. Let people do things their way provided the results head in the right direction.
71. Encourage an environment where everyone in the team can confront problems and deal with them – and maybe not always involve you.

72. Celebrate the success of others
73. Understand what motivates people.
74. Give people the freedom to make their own decision and they will take responsibility for their actions.
75. Ask your team what they need from you, rather than imposing on them what you think they need.
76. Work alongside grassroots staff a minimum of three hours every month.
77. Let people know what your goal is. – trust them to find the way there.
78. Help individuals to take ownership of building a solution – get them to do it because they want to do it.
79. Role model the behaviors you wish to see in others. Reward other fir their behaviors as well as the tasks completed. It is important to live up to any standards that are agreed.
80. Assess what motivated each individual that you work with. How can you use this information to provide some external motivation.
81. Challenge the beliefs of yourself and others.
82. Develop the skill of asking high quality questions to engage imagination and focus the mind.
83. Be prepared to be out of control ( for some of the time)
84. If it's in your contort zone, don't do it – delegate!
85. View problems as a learning process. They are challenges to be achieved rather than obstacles to be avoided.
86. Ask yourself “ What have I done to make difference today?”
87. Surround yourself with people who are different to you?
88. Measure success on a consistent basis, never be satisfied with “it's good enough”. always ask, “How can it be improved?”
89. Develop change as the norm. Encouraging your people to embrace change will be one way of keeping ahead of the competition.
90. Be able to change your mind about things for the right reasons.
91. Employ people who know more than you do,
92. Ask yourself, “if you stop doing this in this way, or even if you stop doing them at all, would anyone notice or even care?”

93. Develop goal-defining skills. Have short- term and long-term goals. Have personal and professional goals. Use these goals to keep your focus on the things that are important to you.
94. Celebrate your wins. Set yourself daily or even hourly goals. Recognise when these goals are achieved and give yourself a reward or a pat on the back.
95. Lead by examples.
96. Buy your team a drink and celebrate success – it makes everyone feel good and more motivated.
97. Choose to consider everyone as having leadership potential and take it upon yourself to find out what that potential is.
98. Actively encourage the learning and development of others.
99. Whether you act as a manager or a leader, you will be a role model for others. Act like a manager if you want more managers; act like a leader if you want more leaders.
100. Be proactive with your learning and development.
101. Lead from the front or the back. From the back you can allow the remainder of the team to drive the whole thing forward, which would be empowering. At the front you will demonstrate pace and speed and drive the momentum of the team to get things done.



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