7 Leadership Tips to Set You Apart in Business



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Introduction

Welcome to this short guide which will give you key leadership tips that I have gathered through my own leadership career, and through coaching and training my clients.

It can be very daunting to move into a leadership position, or find yourself in a different leadership position without a proper understanding, or guidance, around how to lead.

And studies show that the number one reason employees leave companies, is due to their manager, supervisor or leader. Replacing team members costs both time and money – so it's important to constantly review and develop yourself as a leader.

Thank you for downloading this guide and to discuss anything further or find out more about my leadership programmes – contact me on

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Can I let you in on a secret? Managing and leading are not the same thing!

If you're looking to grow into a leader your team can rely on, then it's time to go beyond the manager mentality. In this seven-tip guide, I will provide you with leadership advice to set you apart in your business and grow you from a manager to a leader.

The Difference Between Leading and Managing

Many people strive after a management position without realising the leadership skills needed to set them apart from other managers. So, what's the difference between the two?

A manager holds responsibilities and directs a team to achieve certain goals. But a leader takes those responsibilities and creates unity, earns respect and motivates others to contribute to the success of the organisation.

Leaders aren't looking at job status and titles. Their main goal is helping people understand and work toward the vision of the company. But it's also more than that. Leaders strive after growth in their employees. They genuinely desire their employees to thrive and achieve goals, there is an increased responsibility for both results, and team development. A responsibility to manage upwards to your own leader, and to manage the team. And that can be stressful

So, if you want to become a better leader, you must set aside the mentality of only looking toward your own success. Leading is about so much more than that. After all, people look to you for support, come to you for guidance and rely on you for answers.

Are you ready to inspire your team, take ownership of issues and put out proverbial fires whenever they arise? If so, here are seven ways you can grow as a leader.



Tip #1:

Show Your Passion and Values From the Start

Passion and values work as a great unifier for teams. If you can clearly demonstrate how you all share the same vision and goals, you are more likely to command mutual respect organically right from the start.

Before starting work with a new team — or do this with a team you work with currently — create as a team a values document that falls in line with the company goals and what you all individually want to achieve. Not only does this guide what you are working toward, but it helps your team see your passion for what you do. The more your team sees your passion coming through, the more respect and excitement they will have for their roles, too! Work with your team to create your team values, include them in the process – and get their feedback. This is critical – you will uncover talents, and ideas in your team you didn't realise existed, and your team need to feel that they have been part of the process – not just 'told' to behave in a certain way.



Tip #2:

Don't be Afraid of Conflict

No matter your job, no matter the people on your team, you will need to manage and navigate situations that involve conflict. Nobody enjoys this, but it's just a fact of life when working with a group of people. You will inevitably have people of differing opinions and personalities on your team, which leads to clashes of opinions.



Instead of dreading this aspect of leadership, you can approach it in ways that help you lead well and help your team heal from whatever conflict ensues.

As a leader, it's your job to manage conflict in a healthy manner, ensuring the conflict remains focused on the work outcome and doesn't degrade into pointless argument or personal attack. So instead of allowing a conflict to escalate, recognise that an issue exists, and help your team debate it objectively and productively.

Don't feel like you need to quash all conflicts. Allow your team members the space they need to reach their own resolutions as professionals and as adults. As you monitor the situation, pay attention to when you might need to take the individuals aside and apply conflict resolution techniques.

The main thing to remember with conflict management is that when channeled effectively and supported in the right way, conflict can be a wonderful tool for challenging stagnant thinking and coming up with fresh ideas.



Tip #3:

Celebrate Success

One of the biggest mistakes people make as leaders or when learning how to grow as a leader is only thinking about themselves. But companies don't thrive off of individuals alone. They require strong teams and — just as importantly — team-oriented leaders.

Take the time and effort to pay attention to where others might need help with their responsibilities. If they're struggling, don't do the work for them, but help them learn how to succeed by teaching them to be more efficient. Then, celebrate that success with them.

Another mistake I see often in the business world is falling into the trap of only focusing on the next task ahead without celebrating the successes of your team along the way. The collective experience of recognising success can be one of the biggest motivators to achieve the next goal you had in mind. Taking stock of the achievements of your team will help with staff morale, wellbeing and talent retention.

Tip #4:

Know When to Get Help From Others

Becoming a new leader is a daunting responsibility. You might feel as if you can't ask for help since your team is looking to you for answers, support and the confidence that you know what you're doing.

However, it is important you ask for support when you need it. Leaders are human, too, and without giving yourself downtime or space to voice your own challenges, you will not be able to fulfil your role and support others to the best of your ability.

Knowing when to delegate responsibilities is another important part of leadership. When supporting the wellbeing of your team, you might not have the skills or knowledge to know how to help. For instance, it may be more effective to signpost them to a medical professional if they show concerning signs of stress. Or possibly if there is conflict you simply can't handle, an external mediator could help diffuse the situation.

Asking for help does not mean you are failing as a leader. It means you have the maturity to know when trying to do it all yourself will only result in stress and a mis-managed team. In fact, one of the common traits of an effective leader is recognising and admitting that you don't have all the answers.









Tip #5:

Listen Intently

As a leader, it is crucial you are available to listen to team members when they might require some extra support or feedback. If you do not create an open culture where people feel free to share concerns, then problems and frustrations will only grow among unsatisfied employees.

Similarly, your team is going to be your greatest pool of ideas when challenges arise, so the open culture you establish will give employees the confidence to know you'll listen to their new and innovative ideas. Working with your team and listening to their viewpoints provides the best options for progress, too. And often they will suggest things you may never have considered. A bonus for listening!

Spending additional time listening to a situation helps you fully understand the perspectives and impact on others before you speak or make a decision. If you don't think a certain suggestion will work right now, explain why. Hopefully this shouldn't deter them from suggesting something else in the future.

Tip #6:

Flex Your Communication

When working with a team, clear communication is essential. Where possible, try delivering messages in a variety of ways. As you get to know your team, you will learn some people like brief instructions they can interpret and be creative with, whereas others prefer more detailed briefs. To get the most out of your team members, play to their strengths and communicate in the clearest ways for them. Uncover this by listening to them in individual meetings.

Another aspect of remaining flexible with your communication is knowing different situations call for different kinds of leadership and direction. There are some instances when a more directive style may be required, such as a crisis, but it is important to stay flexible to overcome this crisis.

Practice this flexibility in all areas of your leadership — from communication with colleagues to giving announcements to your team. When you remain flexible, you open your mind to the widest possible idea pool and create meaningful relationships with all members of your team by being able to adapt to their preferred communication style.



Tip #7:

Stay Present



There's nothing more demoralising than feeling abandoned by your leaders. After all, people look upwards for answers. A rising sense of frustration, hopelessness and isolation can set in if nobody's there to answer questions!

The best leaders realise this and strive to be on-site, visible and present as much as possible. They show their face, spend time in the office or on the shop floor, and let people know their door always remains open. They stay present at an emotional level, too, communicating with sensitivity and understanding at every turn.

If you work on staying present with your team, then they will in turn trust you as their leader. They will feel comfortable coming to you when a crisis arises, and they will want to celebrate with you when they achieve victories.

It takes work to remain present, but the results are well worth it!



Ready to Lead or Reboot Your Leadership Skills?

Being a leader in any area of life is an honour, a privilege and a great responsibility. And while it might feel daunting to begin your journey toward growing into a leader, I believe you already have the skills required. You just need the confidence to implement them!

Want more support as you learn how to become a better leader? Why not get in touch to see how I can help with leadership, team coaching or DiSC profiling – a leadership behavior assessment tool to support organisations with all aspects of executive and talent development including internal career planning, change, communication, conflict resolution, and recruitment. Contact me on

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