

Be a **Better**
Leader
**Top 5 Habits Of
High-
Performing
Leaders.**



Create an Environment of Success

HOW YOUR LEADERS CAN EMBRACE THESE HABITS

Today's workplace demands that leaders at all levels be able to build strong relationships with others, especially in motivating and developing employees to drive better business results. Effective leadership habits create an environment for individual and team success

People are often promoted based on their excellent job performance or technical skills, but do not have a comparable degree of competence in their "people skills". Today's workplace demands that leaders at all levels be able to build strong relationships with others, especially in motivating and developing employees to drive better business results.

So what do high performing leaders have that others don't? High performing leaders possess habits that drive performance and results. We've put together the list of the Top 5 Habits!

WHAT IS A HABIT?

A definition of habit is that it is an acquired mode of behaviour that has become nearly or completely involuntary. It's something that 'happens' every day, over time, often without reminders or other coaxing.

Aligns Team & Individual Work *to the* Organization's Direction



1 Aligns to organization direction

Effective leaders are able to align their team and the work of each member to the direction the organization is going.

They review their own work objectives to ensure they are in line with the organization's goals, then enthusiastically monitor team activity to keep efforts aligned. They stay current on advances and trends in their industry or field, proactively keep themselves up-to-date on organization decisions, then engage their team to achieve those future plans.



“

We have participated in many strategic planning sessions only to see the PowerPoint charts filed away and dusted off when reviewed the following year. Without leadership commitment & drive to create the day-to-day linkages between the strategy and execution of the company, it can be wasted effort. The strategy must be held together with commonly understood processes and culture that reinforce the goals of the organization and the accountability required of its business leaders

—COLLEEN KELLEY
PRESIDENT, STRATFORD
MANAGEMENT CONSULTING



Using Effective Communication Methods

To
Share Thoughts
& Ideas

2

2 Communicates effectively and shares ideas

Effective leaders are able to communicate well and put across thoughts and ideas through a variety of communication methods.

They are effective at choosing the appropriate method of communication for a situation, then share information in a clear and concise manner. They present written communication in a way that is easy to understand, know how to listen actively without interrupting, and when communicating verbally, know when and how to express emotion.

3 STEPS TO COMMUNICATING STRATEGY

Gather strategy-related information: During the strategic planning process, keep a record of how you developed your strategy that will be relevant to employees. This might include anecdotes, challenges you struggled with, how you came to conclusions, etc.

1

Create a learning “narrative”: Remember that your employees haven’t been involved in your lengthy strategic thought process. So you need to bring them up to speed.



2

Use visual graphics to tell the story: Create a standardized, visual storyboard to communicate the strategy narrative across the organization.



3

Empowers Others *with the* Resources & Authority *they need to* Succeed

"Everyone is a genius. But if you judge a fish on its ability to climb a tree, it will live its whole life believing it is stupid."

– Albert Einstein



3 Empowers others with resources and authority

Effective leaders lead a team using knowledge, experience and expertise to make rapid and effective decisions.

Leaders learn to adapt their leadership style to ensure those around them are empowered with the resources and authority they need to succeed. They recognize and respond to how their team is feeling, acknowledge and adjust to change when new information is presented. They remove barriers to team productivity and success, and praise the team and its achievements to others.

3 THINGS THAT MANAGERS CAN DO TO KEEP THEIR EMPLOYEES MOTIVATED

Delegate – assigning work to someone for the purpose of their development, or as recognition of their expertise, is motivating.



Delegate

1

Ask for help – employees want to have an impact on how things are done. They want the ability and responsibility to affect change. So seek their ideas, feedback and advice.



Ask for Help

2

Encourage initiative – high-performing organizations empower their employees to be creative and take calculated risks.



Encourage

3

A photograph of three business professionals in a modern office setting. A man with glasses and a beard, a woman with curly hair, and an older woman with short grey hair are all looking at a document or laptop screen. They are dressed in business attire. The background shows large windows and office architecture.

Manages Individual *and* Team Performance

4

4 Manages individual and team performance

Effective leaders have the ability to understand people and their motivations, build good relationships with those around them, and achieve results through the efforts of others (as well as their own).

They ensure that the team have clear roles and responsibilities, hold people accountable for their work and behaviour, then actively manages difficult employee performance issues. They hold timely performance discussions, use constructive and developmental feedback appropriately, and recognize and reward people for excellent performance.

3 QUESTIONS TO ASK TO CREATE A COACHING MINDSET

Are objectives realistic and ambitious?



Clarify

1

Is there potential to do better?



Improve

2

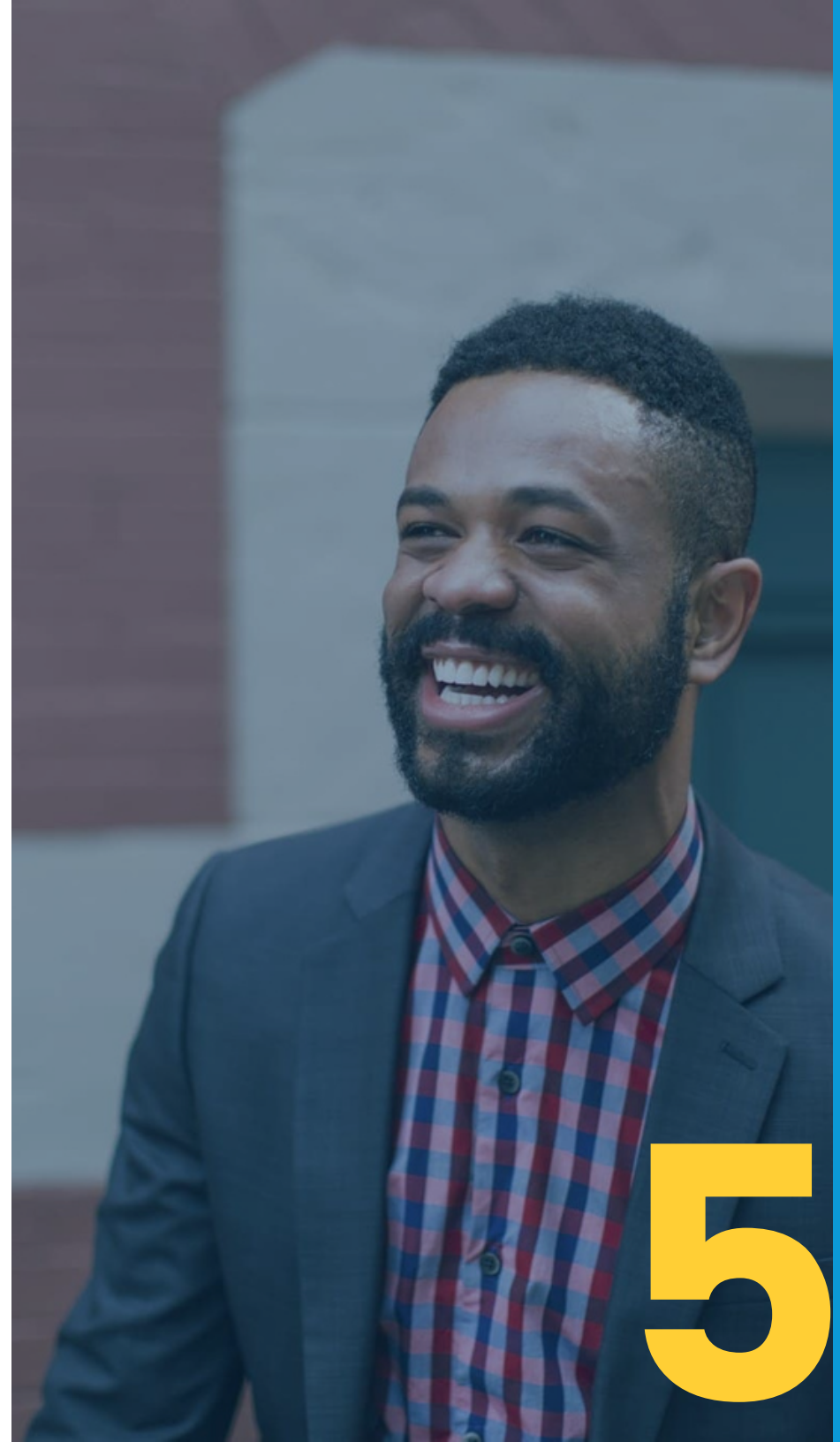
What can I do as a leader to create an environment in which people are engaged and motivated to be successful?



Support

3

**Help Others
Achieve More
through
Feedback,
Instruction, &
Encouragement**



5 Help others achieve through feedback and encouragement

Effective leaders are effective at coaching others, able to help others achieve more through feedback, instruction and encouragement. Leaders willingly help other people develop their skills and knowledge, enabling people to fulfill the development of their career. They coach others regardless of their performance level, highlight strengths and weaknesses by giving specific examples, and offer praise and recognition as improvements are made.

WAYS TO GIVE CONSTRUCTIVE FEEDBACK

1. **Describe the behaviour you observed:** "You missed the meeting we had scheduled this morning."
2. **Solicit input:** "What happened?"
3. **Share your feelings about the behaviour:** "I'm disappointed because..."
4. **Tell why you feel that way, your thoughts or judgments:** "... it makes me think that you don't give my project much priority."
5. **Share the impact:** "Without your input, we could make a big mistake on our program requirements."
6. **Ask for what you need:** "I need you to attend these meetings and give your input."
7. **Show support and solicit solutions:** "Is there anything I can do to help?"
8. **Get a commitment:** "So, you'll be there for our meeting next Monday?"
9. **End on a positive:** "I'm glad we had a chance to talk about this. We really need your experience to win this one."

Key Takeaways

1. Effective leaders align their team and the work of each member to the direction the organization is going. They enthusiastically monitor team activity to keep efforts aligned, and stay current on advances and trends in their industry or field.
2. Effective leaders communicate well, able to choose the appropriate method of communication for a situation, and share information in a clear and concise manner. They write well, know how to listen actively, and know when and how to express emotion.
3. Effective leaders use knowledge, experience and expertise to make rapid and effective decisions. Simply put, they ensure those around them are empowered with the resources and authority they need to succeed.
4. Effective leaders understand people and their motivations, build good relationships with those around them, and achieve results through the efforts of others (as well as their own). They actively manage performance, and recognize and reward people for excellent work.
5. Effective leaders help others achieve more through feedback, instruction and encouragement. They willingly coach other people to develop their skills and knowledge, and fulfill the development of their career.





Create Better Leaders

HOW DO YOU DEFINE LEADERSHIP?

At Stratford, we see that leadership can reside in anyone – at any level – in an organization. It's not about authority or power. Leadership is the practice of influence, to harness and maximize the efforts of others, towards the achievement of a goal.

Stratford works with organizations like yours to provide a customized leadership development programs to suit the needs of your leaders and your organization.

ABOUT STRATFORD PEOPLE & CULTURE

Stratford People & Culture, a division of Stratford Group, is a team of experienced practitioners that includes certified leadership coaches and strategic HR advisors experienced in every aspect of optimizing your teams for success. Stratford enables you to create an engaging and rewarding company culture that reflects your values and enhances productivity and retention. Our experience lets us lean in as a trusted resource, leading departments, divisions, and whole organizations through growth and change that is aligned with your business plan.

Offering a unique combination of strategic and operational experience across all aspects of corporate and HR strategy to help you create high-value and truly accountable teams.

Ask us how today.

How Can We Help?

At Stratford, we believe better is possible, and it's our mission to help clients get there with better strategies, better processes, better technology, better intellectual property and better leadership. Our teams have years of practical business experience and deliver customized solutions that help clients realize value, achieve results and build enduring capabilities. Capabilities that leave our clients in better positions to thrive and contribute to the prosperity and vibrancy of their organizations, their teams and their communities.

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