



Leadership Top Tips

Ok, so we each have our own unique leadership style – after working with many leaders here are my personal top tips, I have kept this short and sweet and suggest you pick one to really think about and focus on for self-improvement!

1. Be **Authentic** – as a leader you must be true to yourself. We can certainly all work on improving best selves and we need to adapt to our environment but even in so doing we can be true to who we really are.
2. Carry out **self-reflection** – take some time out of your week to consider what have you done well and what perhaps you may need to do better next time!
3. Put on your own oxygen mask first – we can't look after others if we don't **take care** of ourselves first! Taking time out, going for a walk, doing meditation, whatever works for you build it into your weekly routine.
4. **Pay attention** to the people around you. As an effective leader taking the time to notice what is going on for your staff will pay back dividends. People always appreciate when we notice them.
5. Know when to **ask for help**. Managing employees has its challenges, for the most part managers and leaders are more than capable of addressing them directly (with the right training) but we all need to know when we are out of our depth and who we are going to ask for help.



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6. Managers typically fall into two categories, **know your own style**:
 - a. Task Focused – are you most concerned with your to do list and ensuring that the work gets done.
or
 - b. Relationship Focused – is your area of interest most about building strong relationships and ensuring that there is effective collaboration.
7. Focus on **positive feedback**, the vast majority of people respond much better to regular positive feedback.
8. Don't be afraid – as a leader you have to make lots of decisions, provide guidance and support and still drive your business forward. In order to do this you must **communicate** with your staff – don't be afraid to say what you need!
9. **Invest in yourself** – take time for personal development and training, taking time out to develop your skill set is essential.

Contact us to discuss your HR and People Manager Needs:

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