

Leadership question 4

Business



Section My Leadership The components of my leadership are personal attributes, office etiquette, personal knowledge and skills, and discipline.

Personal attributes

I understand that general appearance affect the performance of office staff. I have designed a leadership code that focuses on hygiene, posture, neatness and an attractive physical appearance. Neatness includes both personal tidiness and organization of work. Kets and Korotov argue that a presentable and pleasant appearance helps to improve the image and standing of an individual and organization (43). The personal mission is to create positive self-image for both personal and organizational prosperity.

Office Etiquette

Behavior in the workplace contributes largely to the success of the person and the organization. My code of leadership is focused on respecting other people according to their rank in the organization. One of my greatest weaknesses is inability to keep time; however, I am planning to make strict schedules that I will adhere to in order to keep time in attending duties and appointments. My code of behavior concentrates on handling people politely, pleasantly, and with consideration; this involves patiently listening to people's problems and solving them in the best way possible. Other areas of focus of office etiquette include honesty, loyalty, cooperation, diplomacy, judgment, and accuracy.

Personal Knowledge and Skills

Knowledge, skills, and experience are the major determinants of worker productivity. I intend to ensure acquisition of relevant academic and professional qualifications and experience that will enable me to achieve exceptional performance. I also need the skills that can enable me perform

my duties with the highest standards of accuracy.

Discipline

The organization cannot thrive well in the context where there is no discipline. I have designed programs that are aimed at training people to obey rules and other codes of behavior. I believe it is difficult for people to obey the rules of the organization without discipline. I plan to have an effective disciplinary system for correcting disobediences when they arise.

Section 2

I have the knowledge and skills concerning the theoretical aspects of leadership. I have studied several courses about leadership and diplomacy, which have enabled me to identify ways of leading people effectively.

Although I believe in trait theories of leadership, contingency proponents usually make sense to me; this is because contingency theories focus on specific variables related to the environment in determining the most suitable style of leadership for that context (Kets and Korotov 23). I believe in change when it comes to handling people with individual differences.

Democratic style of leadership is the best for me because I trust in people's contributions to my leadership development. I have learnt the negative outcomes particularly when leaders apply leadership approaches such as Machiavellianism and autocracy. I believe that adopting poor leadership styles causes conflicts and negative reactions from the members of the organization; these are the worst enemies to organizational growth and development. I have all the qualities that are required of modern leaders; I am fast learner, critical thinker, effective manager and focused to developing both self and others' talent. Given the chance to lead, I will provide the best leadership for the organization.

Work Cited

Kets, Manfred, and Konstantin Korotov. *Leadership Development*.

Cheltenham, UK: Edward Elgar, 2011. Print.