



Enhance Your Leadership Skills

By
Ada C. Kanu
&
Frank D. Kanu

Genius One, Inc.

Enhance Your Leadership Skills

Copyright © 2007 by
Ada C. Kanu & Frank D. Kanu

Published by Genius One, Inc.
Wesley Chapel, FL

<http://www.GeniusOne.com>

All Rights Reserved. Published in the United States of America. Excerpt is permitted under the United States Copyright Act of 1976. No part of this publication may be reproduced or transmitted in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, taping or by any information storage or retrieval system, without the prior written permission from the publisher.

You are permitted to print this eBook for your personal use.

Trademark names may appear in this book. Rather than use a trademark symbol with every occurrence of a trademarked name, we use the names only in an editorial fashion and to the benefit of the trademark owner, with no intention of infringement of the trademark.

This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that neither the author nor the publisher is engaged in rendering legal, accounting or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

ISBN-0-9774056-2-1



Genius One, Inc.
Smart Solutions for Growth

1. Start Listening

Virtually every great leader we've dealt with during our lives is a terrific listener. This is so basic an idea that it's hard to believe there are people who don't place a high value on good listening skills.

Can't you point to countless problems—in your life and in the lives of others—that developed because someone didn't listen?

For that matter, think of how many problems listening would solve.

“I like to listen. I have learned a great deal from listening carefully. Most people never listen.”
Ernest Hemingway

**Remember: We have one mouth,
but two ears.**



2. Ask Questions

Asking questions goes hand in hand with listening. If you do not listen—you should not ask any questions. As children we constantly ask questions. While we go through school this ability vanishes.

But not only do we learn the most by asking questions—we also do teach the most. And the great leaders always teach.

Do you?

How often do you ask a question?

**Remember: A question not asked
is an opportunity missed.**

3. Confuse Management with Leadership

There is a great difference between the ordinary manager and the leader. Managers usually live by the rules made by others. Leaders make the rules.

Leaders will build up followers and help them grow, giving them real opportunities to one day become leaders themselves. They understand that those following them are not after them. Leaders motivate, and they listen, so they know what their followers want and the tools they need to get the job done. Leaders also know how to balance between giving help and allowing decisions to be made.

Do you help your followers to grow?

**Remember: Leaders know their
followers aren't after them.**

4. “Know Thyself”

*Engraving over the main entrance
of the Oracle of Delphi*

How well do you know yourself?

**Remember: Leadership starts
with leading oneself.**

5. Results-Oriented Instead of Goal-Oriented

Do you think you can speak of leadership if the leader has no vision, no plan?

Followers need a clear and well-defined structure. How leaders manage always depends on their leadership style and their personality. A leader with a strong personality will leave a definitive imprint on the followers. Yet even strong leaders who know what they want need to make the followers feel that they are needed. One way to do this is to involve them in the management process. Make sure they know how their leader manages. Tell them the goals instead of asking for short-term results without any explanation.

Remember: Goals are long-term.

6. Open the Lines of Communication

It's been said thousands of time before, but it can't be stressed enough: Good communication is absolutely vital to the success of any organization. And don't think I'm talking about sending memos or talking on the phone. Communication needs to be active, personal, and ongoing. Communication within the team must be crystal clear; as well as cross-communication between different teams.

Does everyone understand you?

**Remember: Miscommunication
is never the mistake of the
recipient.**

7. Overlook Setting Goals Together

One goal of leading is inspiring your team to be the best it can be. Followers need to know the leader's objectives, and those objectives have to fit with their personal and professional goals. Leaders have to set clear directions to avoid confusion and to keep from becoming arbitrary in their demands.

Who is creating goals?

Remember: Without followers a leader isn't a leader.



8. Let Everything Go Uncontrolled

Trusting doesn't mean giving up control. The issue isn't whether to exert control, but how to do it.

Do you trust your followers?

Remember: Trust takes a long time to build, but can be destroyed in an instant.

9. Nobody Takes Responsibility

Responsibility takes many forms. This is about how the leader comes across; that people feel the leader cares about them.

Do you take responsibility? Even when it would not be your job?

Remember: For leaders the blame game is never an option.

10. Demand and Encourage

A great many people aren't aware of how much they can achieve. A leader knows how to maximize output—without overtaxing.

Are goals extremely high—but still reachable?

Remember: A true leader never asks for something she can't commit herself to.

11. Ignore Standards

“The quality of an individual is reflected in the standards they set for themselves”.

Ray Kroc

Do you have standards?

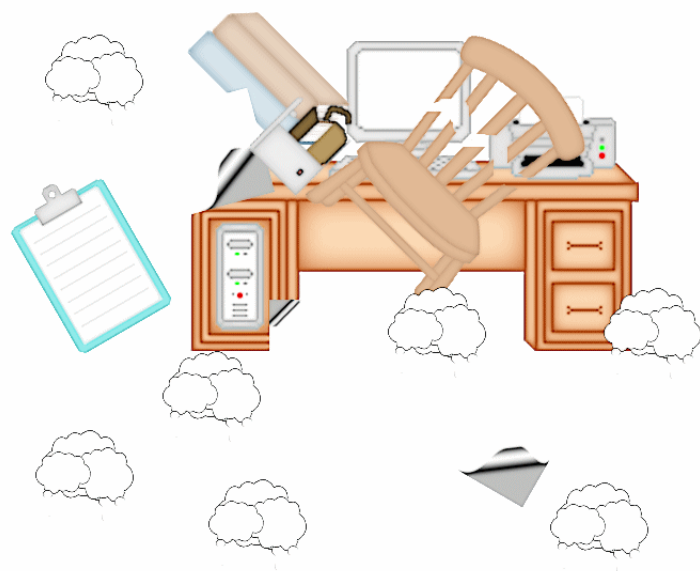
**Remember: Standards don't
need to be standardized.**

12. Tolerate Negligence

Leaders are on top of the game—24/7. They know that allowing the smallest negligence is like inviting the mice to dance on the table.

Do you have everything under control?

**Remember: A leader is valued by
her followers.**



13. Ignoring Different Personalities

Throwing together a few folks with good reputations isn't leading but asking for disaster. A leader understands how to use the different personalities to generate more value.

Do you?

Very often you will hear the request that a follower should also provide a solution when reporting about a problem. But think about it, if the follower already has the solution—who is the leader?

Remember: A chain is never stronger than the weakest link.

14. I'm Too Busy Right Now...

We've all heard it; and we know it only means we are not a priority right now. But followers that feel ignored or passed over lose confidence in their leader.

Are your ears always open for your followers?

Remember: A leader that stops having time stops being a leader.



15. Instead of Delegating You Do Everything Yourself

Management by objectives and management by delegation go hand in hand. Is there a need for a follower when the leader does everything? Well, let's think about it in different terms: Can any leader dance at 50 weddings at the same time?

At how many weddings are you dancing?

Remember: Delegation is good management and a sign of strength.

16. Be Everybody's Darling

Some think having only friends is better than having followers. But in reality they either surround themselves with yes Sayers or have no followers at all. And the same is true when you only say yes to those that you follow.

What is your objective: To lead or to gain friends?

Remember: It's the leader's job to make decisions, not friends.

17. Only Give Tribute to a Chosen Few

Now, there will always be some who will perform so outstandingly that they just seem to generate more praise than others. There's no question: It's important to recognize truly outstanding efforts. But everyone has the potential to go above and beyond in some area. Watch for each follower's strengths and find something to praise.

Are you watching that praise is not get to the heads of those praised?

Remember: There are many ways to motivate, but praise is the least common for adults.

18. Pay Respect

“Never take a person’s dignity: It is worth everything to them, and nothing to you.”

Frank Barron

Do you respect your followers?

Would they honestly say the same?

Remember: Respect is like trust—hard to gain and easily lost.



19. Sorry? Thank you!

Can you say sorry? Mistakes—either by your followers or by yourself—will happen. That’s life. Admit to them, apologize, learn from them, make sure they can’t happen again and move on.

Do you say “Sorry”?

Very often followers turn away disappointed for the opposite reason: The leader forgot to acknowledge their accomplishments. True leaders always take the blame—but share the success.

Do you say “Thank you”?

**Remember: Being polite doesn’t
solve anything, but eases
everything.**

20. My Title Is My Power

“Education is power,” Frederick Douglass said more than a century ago. But by “education” he didn’t mean just getting a degree and then coasting on that experience.

How important is your title?

**Remember: Leaders are leaders
no matter what the title.**



21. Knows everything— better than everyone else.

Some wonder if this is nothing more than a fake who's too insecure to confront the reality that he can make mistakes like anyone else. The truth is, most people can spot those who do know and those who only think they know.

And even if you know better—are you willing to let your followers learn?

Can you accept advice?

**Remember: There is always
someone who knows something
we don't.**

22. Do it by The Book

This very often is a product of a strongly regulated environment such as the military. “What you’re doing can’t be done!” they exclaim, “It’s not part of any standard operating procedure!” This sort of leader can have a particularly bad influence in a creative environment.

Are you book smart or street smart?

Remember: Books can’t teach everything there is to know.

23. Hunters

Dangerous—and dangerous because their real goal is to “score”—to get another trophy (much the way a real hunter might). Sometimes predator/hunter types can perform perfectly well. But sometimes the obsession with being the best can paralyze an otherwise intelligent person.

Are you aware of the hunters around you?

Remember: Hunters can make the best leaders nothing more than a trophy.



24. Team Freaks

This person believes that everything must be a team effort. Everything. Don't get me wrong—I think teams are great. But as with anything else, they're great at the appropriate time. Not every activity or decision will be best handled by a team. Sometimes a simple decision can get hopelessly bogged down because the entire team had to examine it at length instead of just one or two knowledgeable people.

Do you have a team making your choices?

Remember: Ultimately it's the leader that puts her neck on the line.

25. Nerds

Real nerds may be brilliant and knowledgeable—but often nobody understands what they're talking about! We have all seen them. Everywhere. The problem with nerds is that people don't bother trying to understand them, even when they should be trying to—which is a loss for everyone.

Do your followers think that you are a nerd?

Remember: Leaders need to be understood or they will have no followers.

26. Take Care of Yourself.

Appearance does matter. Most importantly—it has to match your role.

Do you know the appropriate dress code?

Remember: People judge and are judged by appearance.

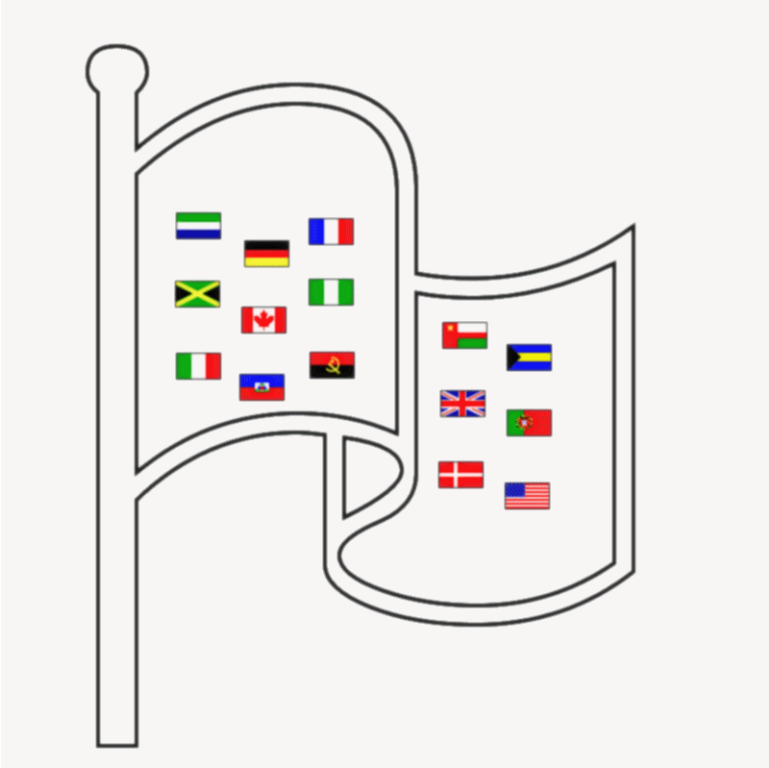
27. Be Aware of Others—Show That You Care

Cultural differences matter—know and respect them. Great leaders show their care by serving their followers.

Do you show respect?

Do you care?

Remember: The most beloved leaders know that people want to be respect and shown respect.



28. Dictatorship Is Never Leadership

Bossing people around, pressing your opinions, thoughts and ideas onto others is not leadership. Everyone can do that.

Wouldn't you agree?

Remember: Leaders stay invisible and have their followers think it was all their doing.

29. Have a Vision and Plan

Many fail to become leaders because they either have no vision or they fail in creating a vision others can understand.

What is your vision?

Every vision needs a plan. When there's no plan, deadlines are missed, budgets are overextended, people are unhappy, angry and exhausted, and someone will have to clean up the mess.

Do you follow your plan religiously—with the necessary adjustments?

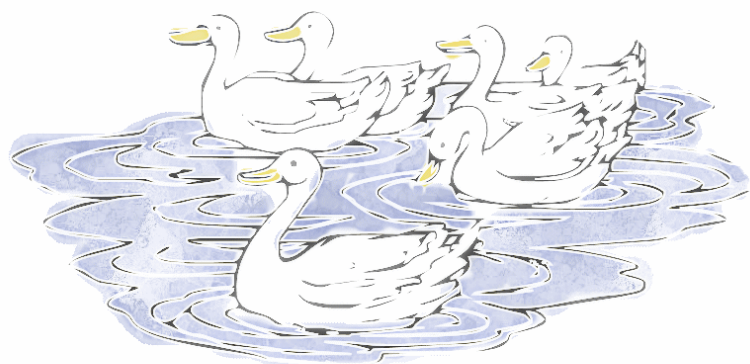
Remember: With vision and a plan success is only a step away.

30. Lead by Example

A leader not only creates leaders—she also makes sure it easy to follow her.

Are you talking the talk and walking the walk?

**Remember: Leaders gain
followers because they are
examples.**



31. Make decisions!

Procrastinating is a good tactic, but one has to make a decision when one is due and not wait forever.

How long do you wait before making a decision?

**Remember: Not making a
decision is making the decision
to not make a decision.**

32. Be Honest

First, true leaders don't lie (intentionally). They will admit when they have been wrong—no matter what.

Second, true leaders always keep their promises.

*“An honest man's word is as good
as his bond.”*

Miguel de Cervantes

Are you honest?

Do you admit your mistakes?

**Remember: Honesty is the best
policy.**

33. Remember Your roots

There are a great many stories about those that have forgotten where they came from. How they become lonely and unsuccessful... For the leader it is important to remember that they started out like everyone else.

Where did you come from?

Have you forgotten?

**Remember: We are all born
equal: Naked and hungry for
love, attention and milk.**

34. Get a mentor

Having a mentor is important for many reasons. She has been where you are going; she has faced the same challenges, made the same choices. She will be your anchor in the storm. And she will do what followers don't do: Challenging you and help you grow in the way you help your followers grow.

When was the last time someone challenged you with their questions?

Remember: Others have been in your shoes before.

35. Become a mentor

Last but not least: Become a mentor—like the one you had that made you a greater leader.

When do you start mentoring?

Remember: It is the duty of a leader to make others leaders.



About the Authors

Ada C. Kanu—a Military Intelligence Veteran—holds a Bachelor's in Criminal Justice. Over the past 10 years Ada has mainly worked in sales and promotion for various Fortune 500 companies.

As member of her University sorority, she served as Secretary and later President elect and in both capacities was responsible for the smooth running of the day-to-day business of the club, promoting, and sponsoring charities.

Ada is married to her husband of 8-years, Frank and is proud mother to two boys and a girl. Her real passion is to finish her medical degree and opening free clinics in Africa.

Frank D. Kanu, Author of

Stop Telling... Start Leading!

The Art of Managing People by Asking Questions started out in sales before he decided to study computer science and later economics. As former CEO of three European corporations, Frank has gathered, refined, and implemented his management strategy—a strategy that has met with success. Over the past two decades he has worked with a number of Fortune 500 companies to help managers improve success ratios and productivity levels. His client list includes IBM, Monster.com, AOL/TimeWarner, Akzo Nobel, Crown Holdings, Inc., Raab Karcher Gruppe, eon.

An award-winning speaker who enjoys sharing his insights with business leaders, Frank has lectured frequently and written articles for publications in the United States and Europe. Besides spending his time with his lovely wife Ada and their three beautiful children, Frank enjoys skydiving, cycling and watching sports. He and Ada also love to cook and delight in surprising friends and acquaintances with their culinary skills.