

## 10 Proven Values Top Leaders Share

The most effective leaders realize that to be successful they must not only work on their technical skills, but also work on their communication, social, emotional intelligence and people skills.

Follow these 10 values and immediately see improvement in your ability to build cooperation, enhance teamwork, get along and get things done.

1. **Communicate Clearly** – If the message is not clear, it is a set up for failure. If your staff does not understand what you want them to do they will do nothing or worse they will make assumptions about what to do. These assumptions are costly both in terms of time and money.
2. **Supportiveness** – Do you stand up for everyone on the team? Do you provide help when needed? Are you encouraging and positive? And are you a resource (advice, information, materials)
3. **Builds Self Image** – Good leaders help build the self esteem of their staff by showing appreciation, getting them involved, and making them feel part of the team.
4. **Shares Vision** – Good leaders have a vision and share clear cut goals. They follow the SMART principle. All goals need to be Specific, Measurable, Acceptable, Realistic and have a Time Frame
5. **Understand Others** – Steven Covey stated, “Understand others first before having them understand you.” In other words to get things done, good leaders communicate by adapting their communication style to relate to the style of each of their employees.
6. **Take Chances/Make Mistakes** – Good leaders let staff members know it’s ok to take a “calculated” risk and sometimes to fail. They see failure as learning experience and use it as a tool for improvement. If there are repercussions or threats there people will tend to shy away from trying new things. As a result innovation will suffer.
7. **Patience** – Good leaders make wise decisions without hastily reacting. They look at a problem, determine the “real” problem, come up with options and then look at the best solution.
8. **Management by Wandering Around** – The best leaders get out from behind their desks and get involved. They act as a coach to assist where needed and then let their people do their jobs.
9. **Confidentiality** – All good leaders keep the concerns, challenges and needs of their staff confidential. They don’t talk behind their backs.

10. Respect – Good leaders show respect by listening, being involved, caring, showing appreciation and getting to know and understand their staff.

**Arnold Sanow, MBA, CSP (Certified Speaking Professional) is a speaker, trainer, coach and facilitator. He is the author of 6 books to include, “Get Along with Anyone, Anytime, Anywhere” and “Present with Power, Punch and Pizzazz.” He was recently named by successful meetings magazine as one of the top 5 best “bang for the buck” speakers in the USA.**

**[www.arnoldsanow.com](http://www.arnoldsanow.com) --- [speaker@arnoldsanow.com](mailto:speaker@arnoldsanow.com)**