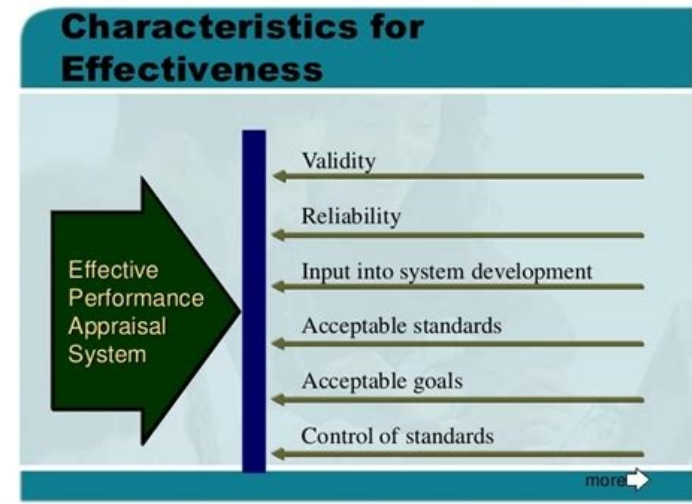


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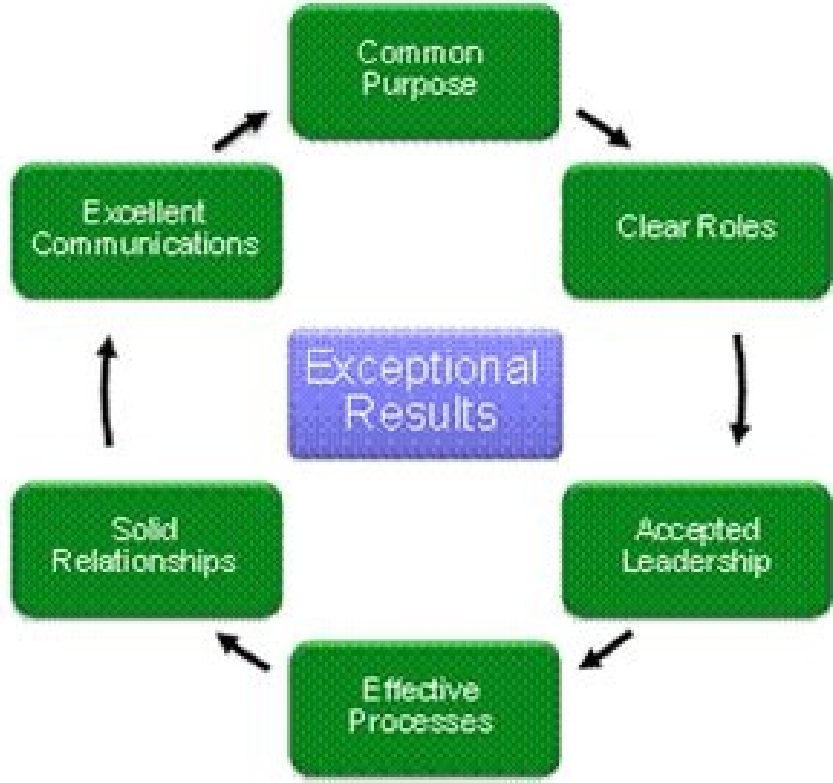
Characteristics of Effective Teams



- Eight Characteristics of Centered Leaders
- They are continually Learning
 - They are Service oriented
 - They Radiate positive energy
 - They believe in Other people
 - They Lead balanced lives
 - They see Life as an adventure
 - They are Synergistic
 - They exercise for Self Renewal

Leadership Qualities Rubric				Self-Reflection
Leadership Quality	Strongly Disagree	Disagree	Agree	Strongly Agree
1. Visionary				
2. Strategic				
3. Innovative				
4. Collaborative				
5. Empowering				
6. Results-oriented				
7. Adaptable				
8. Communicative				
9. Decisive				
10. Fair				
11. Humane				
12. Energetic				
13. Organized				
14. Persistent				
15. Flexible				
16. Assertive				
17. Diplomatic				
18. Motivating				
19. Supportive				
20. Responsible				

Characteristics of a Powerful Team



What makes an effective leader Leadership traits refer to personal qualities that define effective leaders. Leadership refers to the ability of an individual or an organization to guide individuals, teams, or organizations toward the fulfillment of goals and objectives. It plays an important function in management, as it helps maximize efficiency and achieve strategic and organizational goals. Leaders help motivate others, provide guidance, build morale, improve the work environment, and initiate action. List of Effective Leadership Traits A common misconception is that individuals are just naturally gifted with leadership skills. The truth is that leadership traits, like other skills, can be acquired with time and practice. Below are seven traits of an effective leader: 1. Effective Communicators Leaders are excellent communicators, able to clearly and concisely explain problems and solutions. Leaders know when to talk and when to listen. In addition, leaders are able to communicate on different levels: one-on-one, via phone, email, etc. 2. Accountable and Responsible Leaders hold themselves accountable and take responsibility for any mistakes. Leaders support and encourage individuality while abiding by organizational structure, rules, and policies that need to be followed. 3. Long-term Thinkers Leaders are visionaries. This is evidenced by the leadership trait of being able to plan for the future through concrete and quantifiable goals. They understand the need for continuous change and are open to trying new approaches to solve problems or improve processes. 4. Self-motivated Leaders are self-motivated and are able to keep going and attain goals despite setbacks. In addition, good leaders try their best to exceed, not just meet, expectations. 5. Confident Virtually all good leaders share the leadership trait of confidence. They are able to make tough decisions and lead with authority. By being confident, leaders are able to reassure and inspire others, establish open communications, and encourage teamwork. 6. People-oriented Leaders are typically people-oriented and team players. They're able to foster a team culture, involve others in decision-making, and show concern for each team member. By being people-oriented, leaders are able to energize and motivate others. By making each individual feel important and vital to the team's success, they secure the best efforts from each member of the team. 7. Emotionally Stable Leaders exercise good control and regulation over their own behavior and are able to tolerate frustration and stress. Leaders are able to cope with changes in an environment without having an intense emotional reaction. Traits of a Bad Leader Listed below are the traits that bad leaders commonly exhibit: Too bossy Fearful of change Unwilling or unable to communicate effectively Dismissive of ideas other than their own Lacking empathy Inconsistent Prone to blame others rather than accept responsibility themselves Indecisive Leadership Traits Personality Tests Several tests are available to help determine your personality, strengths, and traits. These tests include the following: The Myers Briggs Type Indicator is one of the most well-respected and widely-used personality type assessment tools. The Myers Briggs Type Indicator can be used as a guide to help identify strengths, weaknesses, and the way you perceive and process information. In fact, over 80% of the Fortune 100 companies rely on tests such as the Myers Briggs to help build an effective and healthy organization. Other Resources Thank you for reading CFP's guide on Leadership Traits. To keep learning and advancing your career, the following resources will be helpful: Successful leaders are the power and intellect behind their organizations. They are the visionaries charged with steering their brand around pitfalls. They must know when to seize opportunities and how to rally employees to work hard toward their company's goals. Effective leaders transcend the title of "manager" or "boss." They have found a way to achieve the right combination of charisma, enthusiasm and self-assurance, probably with a healthy dose of luck and timing. It may seem like some people are just gifted with these skills, but the truth is most leadership traits can be learned and sharpened with time and practice. You can begin building your success by developing these 11 must-have traits of a powerful and successful leader. Watch on Forbes: 1. Self-Managing It's hard to manage others effectively if you can't manage yourself. Self-managing means being able to prioritize your goals and being responsible for accomplishing those objectives. As an effective leader, you must be able to regulate your time, attention and emotions, while remaining aware of your strengths, weaknesses and potential sources of bias. Exceptional leaders are adept at handling stress and balancing their personal and professional lives. But you must also remember the importance of compassion and be able to respond to people and events in an appropriate way. Remember to maintain self-control and discipline in your actions, though you should avoid becoming overly reserved or inflexible. 2. Acting Strategically A forward-thinking, open-minded approach is necessary for today's leaders. According to a Harvard Business Publishing report, Leading Now: Critical Capabilities for a Complex World, "Leaders must always be prepared to adjust their strategies to capture emerging opportunities or tackle unexpected challenges." Thinking strategically is an ongoing process that involves assessing your business environment. You can cultivate strategic thinking by: • Being curious and genuinely interested in your company and wider business environment, • Being flexible in your mindset and trying new approaches and ideas, • Focusing on the future and thinking about your company's operational conditions, and • Maintaining a positive outlook. 3. Being An Effective Communicator Powerful leaders know when to talk and when to listen. They are effective communicators and are able to clearly and succinctly explain to their employees everything from organizational goals to specific tasks. If people don't understand or aren't aware of your expectations, they will fall short, so the more specific you can be, the better. You need to be able to communicate on all levels: one on one, to the department and to the entire staff, as well as via phone, email and social media. Communication is built on a steady flow of verbal and nonverbal exchanges of ideas and information, so work on being approachable and involving people from different levels. 4. Being Accountable And Responsible Successful managers know how to use power and authority appropriately without overwhelming or overpowering employees. Effective leaders hold themselves accountable and take responsibility for their own mistakes—and they expect others to do the same. They can work within established procedures, and be productive and efficient in their decisions. They appreciate the importance of supporting and encouraging individuality while also understanding organizational structures and the need to follow rules and policies. They are able to balance different perspectives while taking appropriate action. 5. Setting Clear Goals And Persisting In Achieving Them Here is a boiled-down version for acquiring charisma: Set clear goals and be determined and purposeful in achieving them. Back it all up with unshakable self-confidence. If you radiate enthusiasm and are truly excited about what you're doing, people will be naturally drawn to you. Remember that writing your goals down is key to the success of both you and your company. But accomplishing those goals takes time. If you give up, so will everyone around you. To be a successful leader, you must be willing to keep going when others are tempted to throw in the towel. 6. Having A Vision For The Future Exceptional leaders have the ability to look into their company's future and make clear, concrete goals that will benefit their organization. They are confident and optimistic, inspiring enthusiasm in those around them. Being a visionary is about managing change while striking a balance between stability and growth. You must incorporate new approaches without getting distracted from the main goals. Being a visionary means understanding that continuous change is occurring all around you, so what worked in the past may not always work now. Practice being adaptable and agile as you implement new strategies and allow your business model to evolve over time. 7. Managing Complexity Leaders must be problem solvers who can make decisions under rapidly shifting circumstances. Learning to lead in a complex environment is a vital skill for any leader. Even before any definitive information is available, effective leaders must assess a situation's complexity and choose appropriate courses of action. According to a Harvard Business Publishing report, that means being able to scan the environment in search of subtle trends and indicators of disruptive change, and establish practices that allow your organization to respond swiftly. 8. Fostering Creativity And Innovation Leaders must have the courage to risk experimentation and encourage creativity. Doing this will foster the innovation that will steer your organization to new destinations and around the twists and turns of a changing business landscape. The key is to always be persistent in pursuing your goals, and open minded and flexible in how you get there. Encourage the people around you to spend at least 15 percent of their time exploring new ideas through brainstorming and prototyping. 9. Team Building And Promoting Teamwork Successful leadership is built on the people around you. Team building is essential to leading a diverse and unique group of people with distinct personalities, motivations and skills. Strong teams and teamwork are key to achieving many of things on this list, such as fostering innovation, effective communication and achieving your organization's goals. If you recruit and develop the right team, you will be creating an unstoppable force that will drive your organization's success. 10. Creating Lasting Relationships Compelling leaders do more than just inspire others to follow them; they know how to motivate their employees to strive wholeheartedly for their company's goals. Employees who feel valued and appreciated, who feel like what they do makes a difference, will feel invigorated to push harder to achieve success for their company. Outstanding leaders also understand that they need to be effective at networking, not just to advance their own careers, but for the benefit of their organization. By creating a vast and varied network of people, leaders establish impactful relationships with customers, clients, partners and even competitors. 11. Learning Agility Truly great leaders know that the strength of their leadership is built on their ability to adapt to suddenly changing circumstances and to know how and when to seize on opportunities amid a changing landscape. Having an insatiable curiosity will fuel your desire to constantly learn and grow. Learning agility hinges on developing critical thinking skills, being accepting of uncertainty, having social and emotional intelligence and always having the desire and determination to push forward.

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