



# Building Your Leadership Skills



Lead yourself, lead your team,  
and lead your business



# Learning Objectives

- At the end of this module, you will be able to:
  - Identify the three spheres of leadership.
  - Strengthen your self leadership.
  - Identify the leadership skills that are critical for building strong teams.
  - Locate other resources for further reading on this topic.

The logo of the Federal Deposit Insurance Corporation (FDIC) is located in the top left corner. It features a circular seal with the text "FEDERAL DEPOSIT INSURANCE CORPORATION" around the perimeter and the year "1933" in the center. The seal is set against a dark blue background.

# About FDIC Small Business Resource Effort

- The Federal Deposit Insurance Corporation (FDIC) recognizes the important contributions made by small, veteran, and minority and women-owned businesses to our economy. For that reason, we strive to provide small businesses with opportunities to contract with the FDIC. In furtherance of this goal, the FDIC has initiated the FDIC Small Business Resource Effort to assist the small vendors that provide products, services, and solutions to the FDIC.
- The objective of the Small Business Resource Effort is to provide information and the tools small vendors need to become better positioned to compete for contracts and subcontracts at the FDIC. To achieve this objective, the Small Business Resource Effort references outside resources critical for qualified vendors, leverages technology to provide education according to perceived needs, and offers connectivity through resourcing, accessibility, counseling, coaching, and guidance where applicable.
- This product was developed by the FDIC Office of Minority and Women Inclusion (OMWI). OMWI has responsibility for oversight of the Small Business Resource Effort.



# Executive Summary

- Today's best leaders not only run their businesses well, but also have a high degree of self-mastery and are gifted developers of effective teams.
- Leadership is a skill that everyone can develop by practicing the three spheres of leadership.
- By better leading yourself and your team, you can strengthen your business in both the short- and long-term.



# The Three Spheres of Leadership

- 1. Lead Yourself:** Involves knowing who you are, what your strengths and weaknesses are, what your personal mission (or life purpose) is, why you get out of bed every morning, and what you need to do to stay motivated.
- 2. Lead the Team:** Involves motivating and inspiring excellent performance, creating an atmosphere of trust and openness, and removing barriers and obstacles to success.
- 3. Lead the Business:** Involves building a direction and strategy, communicating that direction, implementing the details through people and teams, measuring results, and responding to a changing environment.



# Special Focus of this Training

- Of the three leadership spheres, the natural tendency is to focus primarily on **Lead the Business**, since this is where many of the more immediate and reputational surface issues and demand our attention.
- In actuality, the first two spheres (**Lead Yourself** and **Lead the Team**) have equally *important* issues that, if understood, amended, and solved, lead to greater efficiencies, productivity, and profits in the **Lead the Business** sphere.
- Therefore, this training focuses on the first two spheres, **Lead Yourself** and **Lead the Team**.



# Lead Yourself *(Slide 1 of 2)*

- Self awareness is critical:
  - What are your primary motivators?
  - What are your intentions and do they get fulfilled by what you say and do?
  - Are you in touch with your emotions? Can you control them effectively?
  - Do you understand the impact your words and actions have on others?
- Reflection and stillness are the path to discovering the answers:
  - Make 15 minutes of stillness a priority every day.
  - Buy a journal and begin recording your unedited thoughts.
  - Spend time in nature – walk in the woods, listen to water moving/running/falling.
  - Read inspirational books that help you reflect.
  - Utilize deep breathing – taking deep breaths can help bring calmness when life is the most busy and can also help relax you when life is more still.



# Lead Yourself *(Slide 2 of 2)*

- Key things you should know about yourself:
  - The purpose for your life (some would call it your life’s calling).
  - Your vision of the ideal future (where you are going).
  - Your core values or the principles by which you live your life.
  - Your unique strengths, talents, and gifts.
  - Your weaknesses, how your role/business is impacted by them, and how you compensate for them.
  - The type of environments which cause you to thrive (environmental factors, supportive people, and good habits).
  - Your personal definition of success.
  - Your ideal clients.
- Key feedback you need from others (trusted sources):
  - Do your actions match your intentions?
  - Are you doing what you say you do?
  - Are there areas where you are being ineffective? If so, what is causing that?
- The truth about yourself will ground you as you decide and choose how to spend your time and energy.





# Lead Yourself: Reading Recommendations

- Martha Beck, *Finding Your Own North Star: Claiming the Life You Were Meant to Live*
- Stephen Covey, *The Seven Habits of Highly Effective People*
- Jeffrey Gitomer, *Jeffrey Gitomer's Little Gold Book of YES! Attitude*
- Michael J. Goldberg, *The 9 Ways of Working: How to Use the Enneagram to Discover Your Natural Strengths and Work More Effectively*
- Adele B. Lynn, *The EQ Difference: A Powerful Plan for Putting Emotional Intelligence to Work*
- Sheryl Sandberg, *Lean In: Women, Work, and the Will to Lead*



# Lead the Team *(Slide 1 of 3)*

- Motivating and inspiring a team requires a different skill set than the “managerial” functions of planning, organizing, and controlling.
- Two critical *leadership* skills:
  1. The **ability to be vulnerable** – a willingness to admit mistakes and acknowledge your weaknesses to others.
  2. The **ability to invite a dialogue of opposing viewpoints** – a desire to learn from others and to hear their truths.



# Lead the Team *(Slide 2 of 3)*

- Leaders who are comfortable with these two skills (page 10) can help their teams overcome the Five Dysfunctions of a Team as defined by Patrick Lencioni:
  1. **Absence of Trust** – everyone stays guarded, operates in “cover yourself” mode.
  2. **Fear of Conflict** – team avoids confronting the elephant in the room.
  3. **Lack of Commitment** – because individuals didn’t agree with the decision, they don’t feel obligated to support it fully.
  4. **Avoidance of Accountability** – no one calls each other out on counter-productive actions or behaviors.
  5. **Inattention to Results** – team members put their own interests ahead of the team even when it negatively impacts results.



# Lead the Team *(Slide 3 of 3)*

- In a highly cohesive and effective team, the leader sets the example for establishing trust and inviting constructive conflict.
- Anyone who is willing to learn and grow is capable of building strong teams – it just takes commitment, practice, and personal courage.
- Try practicing the exercises in Patrick Lencioni’s *Field Guide for Overcoming the Five Dysfunctions of a Team* with your team – they can be done as part of your regular staff meetings.
- Remember to attribute success to appropriate team members. Do all members of your team get credit for their work and their results? Do all team members take the credit they are due? Share praise and recognition with all members of the team.



# Lead the Team: Reading Recommendations

- Stephen Covey, *The 8<sup>th</sup> Habit*
- Patrick Lencioni, *The Five Dysfunctions of a Team*
- John Maxwell, *The 21 Irrefutable Laws of Leadership*
- Susan Scott, *Fierce Conversations*
- Robert Staub, *The Seven Acts of Courage*
- Sheryl Sandberg, *Lean In: Women, Work, and the Will to Lead*



# Key Takeaways from This Module

- The three spheres of leadership can guide you in developing yourself, your team, and your business.
- Self awareness is the foundation of leading yourself well; it takes time and practice to develop.
- As others see you operating from a place of honesty and integrity, they will become more open and honest with you and the team.
- By taking the time to understand, improve upon, and resolve important matters regarding yourself and the team, you will find that certain self-imposed business “problems” vanish and you have more energy (and help) for solving your true business challenges.



# Sources and Citations

- Adele B. Lynn, *The EQ Difference: A Powerful Plan for Putting Emotional Intelligence to Work*
- Ginny Schlosser, ProSidian Consulting, LLC, *Building Your Leadership Skills*
- John Kotter, *A Force for Change: How Leadership Differs from Management*
- Patrick Lencioni, *The Five Dysfunctions of a Team*
- Sheryl Sandberg, *Lean In: Women, Work, and the Will to Lead*
- Alston Robertson, ProSidian Consulting, LLC, *Building Your Leadership Skills*