



little book of
leadership

part 1

You as a human being

This section reminds you that how you are being is the most influential part of your leadership.

When we describe excellent leaders, we start with their personal characteristics, not their actions.

You have no choice, as a leader, about being a role model and setting the example, but you do have a choice about what sort of role model you offer to people.

your power

Your power is not over others – it is within you. It is there to enable you and enable others, and is the source of your wisdom and attraction.

You are a unique human being with a unique way of being in the world. Allow yourself to be you and you will not need to have control over others to make you feel strong or good about yourself.

True power is a giving, not a taking thing. You become a source of empowering others.

your
energy

Your ability to lead is directly affected by your energy levels. If you are low on energy, you cannot function at your best.

Allow yourself time every day to re-energise physically and emotionally. Take yourself for a walk and enjoy the flowers, the sensation of air on your skin. Listen to music you love that makes you feel good.

Be selfish and rebuild your energy bank. Your energy will then infect others.

your
thinking

You choose how you think about things. Choose to think in a way that's useful to you. Believe that situations will work well. Believe that people will behave well and nine times out of ten, they will.

Notice what works and build on it. Then take anything that isn't so good and ask yourself how you could make it just a little better next time.

your
perspective

Spend some time every day remembering what really matters.

Of all the things that have obsessed or worried you in the past, only one or two are still important for you, and they probably weren't to do with work!

Approach the problems with courage, the successes with humility, the tedium with humour, and sometimes stop outside, look at the stars and remind yourself that none of it is that big!

your values

Ask your heart what is right, not your head. Your head is very useful for devising ways of doing what is right, but only your heart knows how to distinguish the right action or reaction.

As Shakespeare said "And this above all, to thine own self be true. And it then follows, as the night the day, thou canst not then be false to any man".

part 2

You as a Leader

As leader, your responsibility is to set the direction, the tone and the criteria for what is to be achieved. If you do this well, then those you lead will ensure that the achievements happen.

This section reminds you of what you need to do to fulfil your responsibility.

having
a clear
purpose

When you are working purposefully, you are more committed, more fulfilled. Your purpose comes from what you stand for, what you believe in. It is the real driving force behind your achievements, and a source of inspiration for others.

Money does not give us enough, however important it may be, to keep us motivated, but when your work is going towards something worthwhile, you will keep going even in the hard times.

dreaming

You can only achieve what you think it is possible to achieve. You set the boundaries for ourselves and for others, so let's make them big! If your dreams are small, then so are those of the people who work with you and you will limit the possibilities.

Better to have tried and failed than not to have tried at all. So aim for the stars and create the best story you can.

experimenting

When we are young, our lives are one big experiment. We don't even know about failing, until we are taught it by adults. If something doesn't work, you try it again in a different way, learning from what you have so far experimented with.

A great leader encourages experimentation by doing it themselves. Rather than looking for the right answer, you look for a good place to start, and try out possibilities. Use your inner knowing and your childlike approach to learning and experiment.

daring

Daring is having the courage to move beyond your 'safe' limits, yet in a way that can still feel safe to you. It is going out on to a new branch, but choosing one that is unlikely to let you fall.

Your mind can convince you that you will go further if you stay within safe boundaries.

Can you hear how contradictory that is? You need to dare to go beyond your known if you are going to turn a dream into reality. If it were known, you would already have it.

Be courageous, let your heart guide you, not your cautious head.

celebrating

It is so easy to notice what is not working. Reverse the process. Look for what is working, in your life, in your work, in what others do.

Every time there is a step towards the dream, celebrate the progress. You don't have to do anything major, just acknowledge it, give thanks, be pleased.

When you celebrate movement, you encourage more movement, in yourselves and in others

part 3

You
leading
Others

The best of all leaders will ensure that they have their own house in order, before they begin to influence others. The first two sections remind you of how to deal with yourself and how to set the example.

This section is a reminder of the attitudes towards others that are crucial to the excellent leader.

They flow naturally out of paying attention to your own way of being in the world.

valuing the
individual

Everyone would prefer to do their best. And their best is different because they are a unique human being. When they know that you recognise and value their uniqueness, they will flourish under your leadership.

It can be as simple as knowing their name, or thanking them for their contribution. And you remember that whatever the façade they show to the world, here is someone who has an intuitive wisdom that they would prefer to use.

encouraging

Everyone has times when they need encouraging. Good leaders offer it when needed. Excellent leaders offer it all the time.

Encouraging means literally giving heart to something or someone. We can encourage by leading by example, by allowing an experiment, by noticing what has been achieved so far, by reminding people of the progress rather than the faltering.

taking
notice

Your role as leader is to notice what is happening. You notice the bigger picture, what really matters in the situation.

You also notice what is happening with the individual, their mood, their ideas. It means that you take their idea seriously, even more so if it is different from yours because they may be helping you to achieve the dream in a different way.

keep it
simple

If you have a message to give, or an instruction to offer, keep it simple. Too often, we confuse people with our language, our complex thinking.

If you want them to respond constructively, put it in their terms, in their context, so that it makes immediate sense to them.

And if you find you can't ask yourself why it has to be complex. It is the simple things that move life forward.

loving

What would happen if you went about your work with others with love?

Love for the work, love for the people involved, love for yourself. We don't usually talk about love in connection to work, yet what is there in the world more powerful than love?

Love makes our responses warm and heartfelt, our requests fair, our concern genuine, our enthusiasm real. It is not hard to do – we were born knowing how to love.

Be loving in your connection with others and you will achieve your dreams.

Little Book of Leadership

Written by Di Kamp

Copyright 2012 **Meta UK Limited**. All rights reserved.

Written permission must be secured from the publisher to use or reproduce any part of this book.

Meta UK Limited
1A Grove Crescent
Worcester
WR2 5HH

www.meta-org.com

meta•
realising potential