

Leadership Skills List Infographic

Communication skills

The ability to communicate effectively with colleagues, managers, and staff is among the best social skills a leader can possess, no matter what industry he/she work in.



Proactive

A good leader has result-oriented behavior.

The successful leader doesn't wait for things to happen. He/she sees the opportunities and takes actions to use their potential.

Inspire and motivate

Good leaders and managers always motivate those around them.

One of the great techniques for motivation is to be a good example for others.

Organizational Skills

As a good leader, you have to be able to organize a wide range of things (from people to events).



Confidence

As an effective leader, you have to show people that they can trust you and can rely on you.



Analytical skills

Analytical skills allow you to see a problem or situation from different points of view.

If you have good analytical skills, you will be able to make right decisions and to solve problems effectively.

Decision-making skills

In fact, the main part of manager job is to make decisions.

You have to choose among many actions and possible solutions to the problems.

Conflict resolution skills

Learning conflict resolution processes is vital for developing leadership skills.



Creativity and creative thinking

To have the ability to resolve problems and to make decisions, you need to be creative.

Creativity will always be in the heart of every business.



Delegation

No matter how effective and capable leader you are, you can't do everything on your own. You have to delegate tasks to employees.

Effective delegation skills in a work mean to transfer responsibility and functions to the right people.

Flexibility

A good and effective leader is adaptable to unexpected situations and problems.

The flexibility helps him/her to resolve the problems.

Goal Setting

Goals express the long term vision.

Setting goals means you have the vision of the future. Goals will help you for time management and for your personal motivation.



Honesty

The honest leader inspires the staff.

The honest manager builds foundations of trust with colleagues, staff, customers and business partners.



Listening

Listening skills are absolutely crucial for good communications.

An effective leader always listens carefully.

Negotiation Skills

As a leader, you have to negotiate with staff, other leaders, business partners, competitors, and other people.

Open mindedness

Open minded leaders are flexible, innovative, and unselfish and they completely understand that learning is a lifelong process.



The ability to innovate

No doubt that the ability to innovate is among the good leadership skills too.

This manager skill is becoming more and more important especially in our high tech ages.



Optimistic and positive thinking

Highly effective leaders have positive emotions.

You should not allow your bad mood and negative emotions to influence your work. It is not professional.

Planning

Planning is an important management skill too. A good leader has to make successful plans for an unpredictable future.

Respectful

The respect is something you have to earn. To earn respect, treat others with respect.

A respectful leader can easily motivate employees.

