

Developing Future Leaders



The Art Of Getting Things Done

**NFOP President
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Webinar Process

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What is Leadership?

- ▣ A working Definition: Leadership is the process of influencing others to understand and agree about what needs to be done and how to do it, and the process of facilitating individual and collective efforts to accomplish shared objectives.
- ▣ The process of influencing an organized group toward accomplishing its goals

Leadership is an art and there are many interpretations of what that art is.



Characteristics of Good leaders

- ▣ Integrity
 - ▣ Sincerity
 - ▣ Sense of Humor
 - ▣ Intelligence
 - ▣ Knowledgeable
 - ▣ Energetic
 - ▣ Enthusiastic
- Determined
 - Approachable
 - Flexible
 - Good listener
 - Fair
 - Honest
 - Consistent

Leadership styles:

- ▣ Conceptual- These are leaders who make decisions based on principles. They consider the new problem before making decisions.
- ▣ Charismatic- These leaders take action in their own hands relying on their charm and personality.
- ▣ Systematic- These leaders decide to take action based on facts and evidence, not on emotions.
- ▣ Intuitive- These leaders rely on their gut feelings. They use hunches gained from experience and the information at hand.

Learn how to use all four styles in concert with one another, and apply them appropriately. There needs to be a balance.



Goal Setting

Set specific goals that further the organization's goals and purposes.

Communicate with people so they have sufficient information to know and understand the goal, and what is expected of them.

Delegate authority and responsibility to people and allow them to accomplish the goal.

Establish a method of evaluating progress and performance by obtaining feedback.

Why do leaders fail?

- ▣ They lack technical skills. They do not know the job or what is required.
- ▣ They lack conceptual skills. They do not know how to make a decision or analyze the problem.
- ▣ They lack human skills. Interpersonal problems cause a breakdown in leadership.
- ▣ Failure to adapt to change and fear of taking action.

Tips on how to be a successful leader:

- ▣ Be confident and make decisions.
- ▣ Get out from behind a desk and see what is going on.
- ▣ Have a broad perspective.
- ▣ Search out problems and solve them.
- ▣ Be sensitive.
- ▣ Don't take things for granted.
- ▣ Do not accept or tolerate incompetence.
- ▣ Do not make or accept excuses.
- ▣ Do not procrastinate, be timely.
- ▣ Be honest to yourself and others.
- ▣ Adapt to changes. Be a change agent.

Praising is also a function of a good leader

- ▣ A leader should reward good work and effort by praising in an open and public way.
- ▣ The praise should be unconditional and not connected to any criticism. Praise should be appropriate in nature and purpose.
- ▣ Don't overdo it or it will lose its effect.
- ▣ Praise should be prompt, timely, and not delayed.
- ▣ Praise is an excellent motivator even more so than a paycheck to some people.



Criticism:

- ▣ Decide whether you need to react. Do not act out of emotion. Remain calm. The criticism may be deserved and you may need to make changes.
- ▣ Request a detailed critique so you can be better informed. Can you identify where you should make changes?
- ▣ Do not let criticism ruin your career or credibility as a leader. Take the opportunity to show how professional you are. Make it a positive experience for both you and the critic.

Criticism:

- ▣ All leaders will be criticized at one time or another. Good leaders know how to turn criticism into a positive experience.
- ▣ Determine the authority of the critic. Does he have any effect on your leadership position?
- ▣ Analyze the nature of the criticism. Is it professional or personal? Is it objective or subjective? Determine if the criticism is constructive or is it designed to undermine you?

Communication

Effectiveness in leadership is dependent on communication skills

- ▣ Oral: face-to-face, phone
- ▣ Written: e-mails, texting, typed or handwritten
- ▣ Social Media: face book, you tube, twitter
- ▣ Nonverbal: body movement,
- ▣ Media: TV interviews, newspapers

Why Leaders Communicate

- ▣ To inform
- ▣ To persuade
- ▣ To create goodwill
- ▣ To accomplish tasks
- ▣ To contribute to organizational wellbeing and positive organizational image

Why Organization Needs Good Leadership

- ▣ Members don't want to be Managed, they want to be Led
- ▣ Whoever heard of a World Manager? You hear about World Leaders.
 - Political Leader
 - Community Leader
 - Business Leader
 - Labor Leader

Managers do things right - Leaders do the right things

▣ Leader

- Innovate
- Develop
- Inspire
- Long term view
- Ask what and why
- Originate
- Challenge the status quo

Manager

- Administer
- Maintain
- Control
- Short term view
- Ask how and when
- Imitate

Would you follow a leader who would say ...

- ▣ “When I want your opinion I’ll give it to you.”
- ▣ “When I tell you to jump, the only question you need to ask is how high?”
- ▣ “If I wanted it tomorrow I would have waited until tomorrow to ask for it.”
- ▣ “It’s my way or the highway.”

...Or would you follow General George S. Patton who said...“We herd sheep, we drive cattle, we lead people. Lead me, follow me, or get out of my way.”



Leadership Myths:

- ❑ Leaders have a raw natural skill
- ❑ Leaders are born not made
- ❑ Leaders are charismatic
- ❑ Leaders must control, direct, and manipulate others
- ❑ Leaders must be in positions of authority



Our purpose is to help you recognize your own leadership skills and help improve them by understanding what a leader is and what he does.



- ▣ Leadership is not genetic. A family of leaders such as the Kennedys occurs not only because they were born to be leaders but they were raised and taught that they had a responsibility to become leaders.



Leadership Quotes



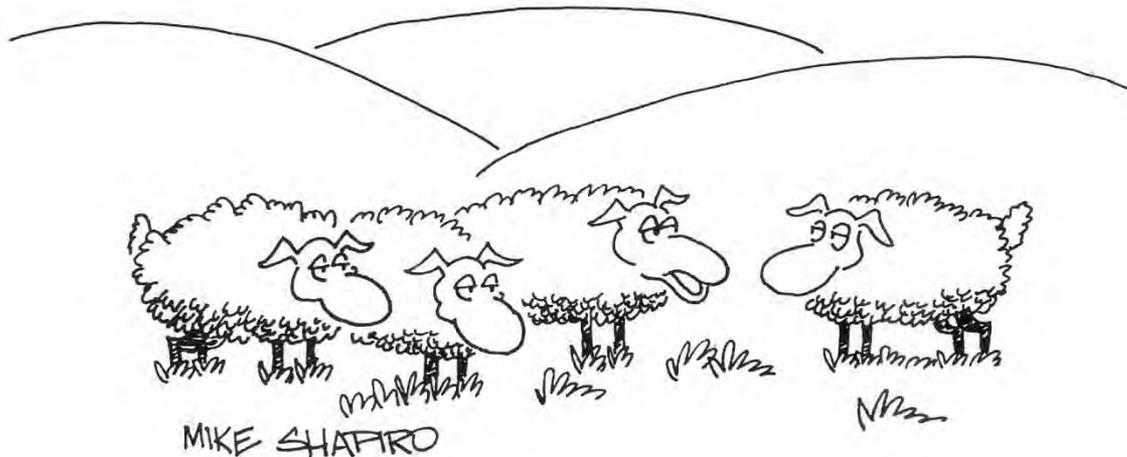
President Dwight David Eisenhower said, "Leadership is the art of getting someone else to do something you want done because he wants to do it."

Leadership Quotes



President Harry S. Truman said, “ I learned that a great leader is a man who has the ability to get other people to do what they don’t want to do, and like it ”

Are good leaders born to lead? Or, can they be trained?



" Don't feel bad. None of us
have leadership qualities."

Where do you look for new leaders

- ▣ Your Board of Trustees: they have already shown an interest in the organization
- ▣ Roll Call meetings: who are the informal leaders
- ▣ Members back grounds: economics, oral presentations, always gets assigned tack done, honest, dedication to goals of organization
- ▣ Committees

Where do you look for new leaders

- ▣ Lodge Meetings
- ▣ Conferences Delegates

Mentoring

- ❑ Mentoring is the mutual relationship in which an experienced leader imparts his knowledge and guidance to a lesser skilled colleague.
- ❑ Apprenticeship is a form of mentoring among the tradesmen. It assures that the quality of craft is being handed down to the next generation.
- ❑ Leadership is a similar craft skill, and it can be passed down to those who will continue the skill. Leadership is taught, and who better to teach it than an experienced leader who mentors another. Mentors are valuable and should be encouraged.

Mentoring

- ▣ Mentoring should be used to effectively recruit and retain new leaders in your organization.
- ▣ Mentors should find a personal reward for developing others.
- ▣ They must be knowledgeable of leadership practices.
- ▣ Mentoring enhances the effectiveness of leaders.
- ▣ Mentors learn from mentoring others and improve their skills.
- ▣ Identify future leaders in your organization and nurture them.
- ▣ Mentors are role models for others to follow.

Benefits Of Mentoring:

- ❑ Improve the chances of success in gaining competency and avoid failure.
- ❑ Assist in setting goals and setting career paths.
- ❑ Encourages professional growth.
- ❑ Helps avoid pitfalls and mistakes.
- ❑ Gives the young leader confidence and a connection to the organization.
- ❑ Promotes self confidence.



Build a Strong Lodge

- ▣ You must have a strong F.O.P. lodge behind you to carry out your job as a leader. Your attitude and the effort you put into your position is what counts. It should be a privilege for your fellow associates to be active F.O.P. members who regularly attend meetings and willingly pay their dues. Enthusiasm and sincerity are contagious.



Getting new members -- How YOU can build the FOP

- ▣ Introduce yourself to new member prospects and make them feel welcome.
- ▣ F.O.P. talk – Talk with new members and introduce them to other F.O.P. members.
- ▣ Make members ‘ONE HUNDRED PERCENTERS’ -
- Explain the F.O.P. programs, benefits, training seminars, and legal defense plan.
- ▣ You need to be knowledgeable. Educate yourself so you can answer questions.
- ▣ You need assistance. Select, train, and mentor new leaders to help you carry the ball.

Know Your Lodge Members

- ▣ Keep up to date with Lodge news and activities. When you know your lodge, you will shine as a leader. You may represent your lodge at conferences, conventions, or government functions. The key to local lodge leadership is being involved with the greater lodge leadership at the state and national levels.
- ▣ Know the members in your lodge by name and what kind of people they are.

Keep Members Informed

- ▣ Urge them to attend meetings and participate in activities
- ▣ Post news and changes on bulletin boards and in news letters
- ▣ You are the link between them and the F.O.P. State and National Lodges
- ▣ Listen to your members and represent them to other lodges to the best of your ability



Keep a United Front

- ▣ Show support with National, State, and other Local Lodges
- ▣ Tend to problems before they become complaints
- ▣ Handle complaints and gripes quickly and reasonably
- ▣ Monitor Lodge news. Rely on truth and facts and avoid rumors and gossip

Abide by FOP Rules

- ▣ Maintain good relations with other lodge leaders
- ▣ Educate members on the rules of the lodge
- ▣ Be attentive to rule violations and take corrective action
- ▣ If disciplinary action is required, be fair and just
- ▣ Record and document any action taken



Conclusion

- ▣ This block of instruction was meant to inform you of the many different concepts of Leadership. It was not meant to be a definitive work on everything a leader does, or what he needs to know. We want to attract people who have the ability to lead, then inform them of what they need to do, to prepare to lead others to get the job done.



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