

**Leadership 101:
Unleash Your Leadership Potential**

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Overview

- Leadership
 - Definition, and importance to success
 - Leaders compared to followers
 - Five levels of leadership
- Keys to leadership
 - Core Values, discipline and setting priorities, positive attitude, competence, problem solving, people skills, vision and mentoring
- Empowerment of Others

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What is Leadership?

■ Leadership is influence and the ability to obtain followers.

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Why Is Leadership Important?

- Leadership is essential to:
 - Your Personal Development
 - Our Community Development
 - Our City/State Development
 - Our Nation's Future and Global Development

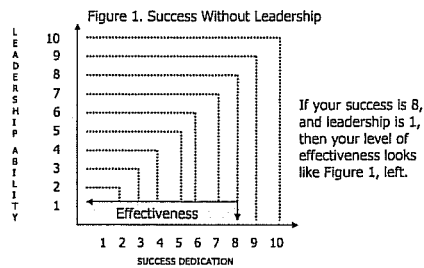
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Leadership: Your Development

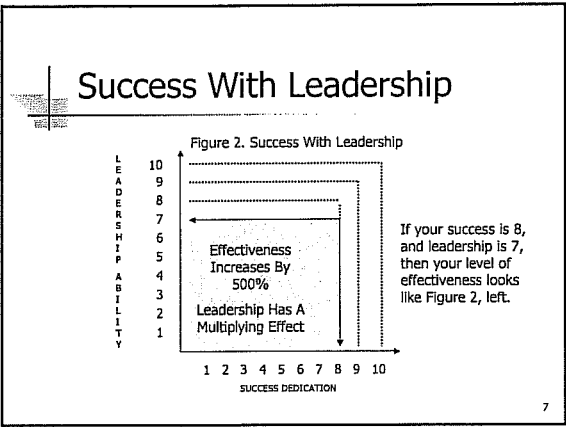
- Leadership and Achievement
 - Achieving Your Academic and Career Goals Will Depend Upon Your Personal Development and Leadership Skills
 - The Higher Leadership Skills You Develop, The Greater Your Effectiveness

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Success Without Leadership



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- ## Leaders & Followers Compared
- | | |
|---|--|
| <ul style="list-style-type: none"> ■ Leaders ■ Initiate ■ Lead; pick up the phone and make contact ■ Spend time planning; anticipate problems ■ Invest time with people ■ Fill the calendar by priorities | <ul style="list-style-type: none"> ■ Followers ■ React ■ Listen; wait for phone to ring ■ Spend time living day-to-day reacting to problems ■ Spend time with people ■ Fill the calendar by requests |
|---|--|
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The Five Levels of Leadership

1	PERSONHOOD: RESPECT: People follow because of who you are and what you represent.	NOTE: This is where long term growth occurs. Your commitment to developing leaders will ensure ongoing growth. Do whatever you can do to stay on this level.
2	MENTORING: REPRODUCTION: People follow because of what you have done for them	NOTE: This is where long term growth occurs. Your commitment to developing leaders will ensure ongoing growth. Do whatever you can do to stay on this level.
3	PRODUCTION: RESULTS: People follow because of what you have done for the team	NOTE: This is where success is sensed by most people. They like you and what you are doing. Problems are fixed with little effort because of momentum.
4	PERMISSION: RESPONSIBILITY: People follow because they want to	NOTE: People will follow you beyond your stated authority. This level allows work to be fun. Caution: Staying too long on this level without rising will cause highly motivated people to become restless.
5	POSITION: RIGHTS: People follow because they have to	NOTE: Your influence will not extend beyond your position description. The longer you stay here, the higher the turnover and the lower the morale.

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Keys To Leadership

- Maintaining Integrity
- Core Values
- Discipline and Competence
- Keeping A Positive Attitude
- Setting Priorities
- Problem-Solving
- Developing People Skills
- Creating A Vision For Positive Change
- Mentoring Others For Future Leadership

Integrity and Core Values

- A person of integrity is one who had established a system of values against which all of life is judged
- Integrity is formed from our core values
- Core values consist of moral principles, such as, love, respect, honesty, trust, compassion and the commitment to Freedom, justice, equality and improving the quality of life for all.

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Integrity

- Integrity demands living it everyday before leading others. This, in turn, results in:
 - Building Trust
 - Increasing influence
 - Facilitating high standards
 - Creating a Solid Reputation

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Develop Integrity

- Live what you teach
- Do what you say
- Be honest with others
- Put the others' interest ahead of your interest
- Be transparent, open and humble

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Trust

- Trust is the foundation of leadership
 - When a leader's character is strong, people trust her/him, and they trust in her/his ability to release their potential
- Character makes trust possible because it communicates
 - Consistency
 - Potential
 - Respect

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Self Discipline

- All great leaders understood that their number one responsibility was for their own discipline and personal growth.
- I you can not lead yourself, then you can not lead others.
- To succeed, you must control your desires.

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Self-Discipline

- Challenge Your Excuses
 - Almost all your faults are pardonable, than the methods we think up to hide them
- Remove Rewards Until The Job Is Done
- Stay Focused On Results
 - If you know you have talent, and you've seen a lot of motion but little concrete results, you may lack self-discipline

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Self Discipline

- Start Early
 - The most valuable result of all education is the ability to make yourself to the thing you have to do, when it ought to be done whether you like it or not.
 - What you are going to be tomorrow, you are beginning today.
 - Modeled discipline consist of time management, hard work, persistence, honesty, responsibility, and a positive attitude, regardless of the situation.

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Sets Priorities

- The discipline to prioritize and the ability to work toward a stated goal are essential to a leader's success.
- The Pareto Principle: 20% of your priorities will give you 80% of your production.

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The Pareto Principle

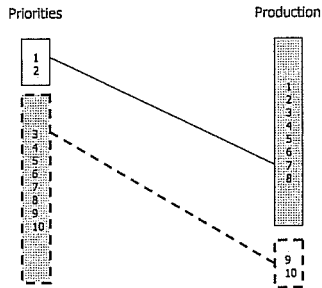


Figure 3, left, illustrates the 20/80 Pareto Principle. When one spends time, energy, and money on the most important priorities.

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Prioritize Assignments

- High Importance/High Urgency – Do these assignments first.
- High Importance/Low Urgency – Set deadlines for completion and get these assignments worked into your daily routine.
- Low Importance/High Urgency – Find quick, efficient ways to get this work done without much personal involvement. If possible, delegate it to a “can do” assistant.
- Low Importance/Low Urgency – This is busy or repetitious work, such as filing. Stack it up and do it in one-half hour segments every week.

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Start Small

- List five areas in your life that lack discipline.
- Place them in order to be conquered and take them on, one at a time.
- Secure resources (books), or seek a motivator (parent, teacher, counselor, mentor) to help you conquer each area.

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Start Small

- Ask your motivator to hold you accountable for your areas to be improved.
- Spend 15 minutes each morning getting focused in order to get control of the weak area in your life.
- Do a 5 minute check up on yourself at midday.

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Start Small

- Allow 60 days to work on each area before you go on to the next.
- Celebrate as you continue your success to improve yourself.

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Start Now

- Set your priorities
- Place your priorities in your calendar
- Allow a little time for the unexpected
- Do projects one at a time
- Organize your work
- Work according to your temperament
- Develop a system that works for you
- Focus on results, not activities

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Attitude

- A positive attitude is central to the development of effective leadership
- A leader's attitude impacts the attitudes of the followers
- You are responsible for your maintaining a positive attitude

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6 Stages of Attitude Change

- Identify problem feelings
- Identify problem behavior
- Identify problem thinking
- Identify right thinking
- Make a public commitment to right thinking
- Develop a plan for right thinking

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Problem Solving Skills

- Identify the problem
 - What is the problem?
 - Is it an existing or new situation?
 - Who does it affect?
- Prioritize the problem
 - Is it significant?
 - Is it urgent?
- Define the problem
 - Ask the right questions
 - Talk to the right people
 - Get the facts

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Problem Solving Skills

- Identify the cause(s) of the problem
 - What is the problem?
 - Is it an existing or new situation?
 - Who does it affect?
- Identify existing resources that can help
 - People or organizations,
 - Financial support, or materials, etc.
- What are the possible solutions?
 - What is your short-term solution?
 - What is your long-term solution?

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People Skills – 5 Qualities

- They admit their mistakes and accept the consequences, rather than trying to blame others
- They are able to get along with a wide variety of people
- They have strong interpersonal skills, sensitivity to others and tact.
- They are calm and confident, rather than moody and volatile.

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Vision

- Vision leads the leader
 - Vision starts from within
 - Draws on your history
 - Meets the needs of others
 - Helps you gather resources
- Vision and its Focus on Listening
 - Your inner voice
 - Your voice of discontent
 - Your successful voice
 - The Higher Voice

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Improving Your Vision

- Measure Yourself
 - Have you articulated a vision for your life?
 - Measure how well you are carrying it out
- Do a Gut Check
 - If you have not done a lot of work on vision, then spend some time and ask:
 - What makes you dream? What gives you energy? What are you passionate about?

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Mentoring Others

- Realize that people are the most valuable asset
- Place a priority on developing others
- Be a model for others to follow
- Pour your leadership efforts into the top 20%
- Expose key leaders to growth opportunities
- Surround yourself with those who compliment your leadership

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How to Empower Followers

- Evaluate Them – Knowledge, Skill, and Desire
- Model For Them – Model the attitude, and work ethic you would like them to embrace
- Give Them Permission To Succeed – Expect it and Verbalize it
- Transfer Authority to Them – Give them responsibility and share power
- Publicly Show Your Confidence In Them – Give them public recognition
- Supply Them With Feedback – Give them positive and honest feedback
- Release Them To Continue on Their Own

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Final Comment: Be Responsible

- For who you are!
- For what you do!
- For what you have received!
- To those you lead!

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THE END

"No Matter how gifted a leader you may be, your gifts will never reach their maximum potential without the application of self-discipline!"

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