

Leadership of Women



Government of India
Ministry of Minority Affairs



National Institute of Public Cooperation
and Child Development

Ministry of Minority Affairs, Government of India

Website: www.minorityaffairs.gov.in/

Prepared in Collaboration with National Institute of Public Cooperation and Child Development

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Leader

- ❖ Leader is a person who has the ability to lead the group and has new ideas to succeed.
- ❖ Leader must have a good convincing power so as to motivate and negotiate with the group members.

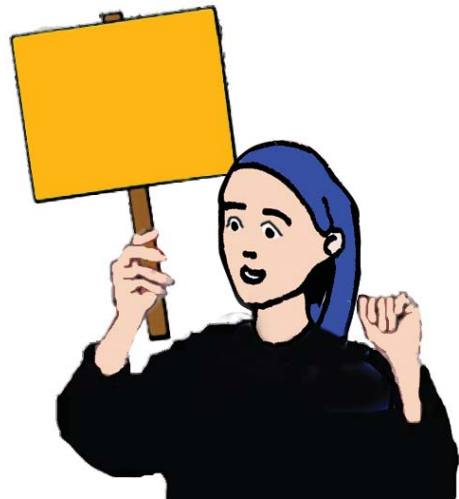


Leadership

- ❖ Leadership is the art of influencing and directing people in such a way that will win their confidence, respect and cooperation in achieving goals.
- ❖ Leadership is about managing things effectively.

Qualities of a Leader

- ❖ Energetic
- ❖ Knowledge of human relations
- ❖ Objectivity
- ❖ Empathy
- ❖ Communication skills
- ❖ Teaching Ability
- ❖ Social Skills
- ❖ Technical Competence
- ❖ Integrity
- ❖ Conceptual Skills
- ❖ Flexibility
- ❖ Ability to ascertain priorities



Qualities of a Leader

- ❖ **Energetic:** A leader must be energetic and enthusiastic. She/he must carry out the work with full enthusiasm so that others in group get motivated.



- ❖ **Knowledge of human relations:** A Leader must have the quality of placing the people into work situations so as to motivate them to work together harmoniously.

- ❖ **Objectivity:** A Leader has to have a fair outlook free from bias which does not reflect his willingness towards a particular individual.



- ❖ **Empathy:** A leader should understand the problems and complaints of group members and should honour the needs and aspirations of the group members.

- ❖ **Communication skills:** A leader should have good communication skills. She/he should be able to convey the message effectively.



❖ **Teaching ability:** The teaching ability in a leader is very important. Teaching should be in such a way that it can challenge, inspire, motivate, encourage group members and support & guide them to be future leaders.

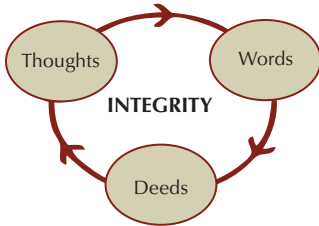


❖ **Social skills:** Social skills help in maintaining relationships and building network and expertise in building and leading team.



❖ **Technical competence:**

Technical competence is actually the knowledge and skill that is necessary to perform a particular type or level of work activity.



❖ **Integrity:** Integrity is an important aspect for a leader. A leader should be trustworthy and must have the trust of other group members.

❖ **Conceptual skill:** Is the ability to conceptualize the welfare of group members. If a leader has a conceptual skill she/he sees the organisation as a whole.

❖ **Flexibility:** A leader should have flexible mind. This means that there should be flexibility over the decisions of a leader according to the situation and circumstances. There should be no-hard and fast rule and the decision should also be in favour of the team members.



❖ **Ability to ascertain priorities:** Focusing on main things is the easiest and most effective way to achieve goals.

Roles and Responsibilities of a Leader

The roles and responsibilities of a leader which help the team in completing its missions are-

- ❖ **Initiator:** A leader should take an initiative to start the task so that other follow.
- ❖ **Information seeker:** A leader must be an information seeker. She/he should ask for information, view points and suggestions from team members before initiating any task.
- ❖ **Contributor:** A leader must also contribute to the tasks of the team so as to bring about better results. Working as a team member gives good results.





- ❖ **Opinion seeker:** A leader must consider the opinions of all the team members before taking up any decision.
- ❖ **Elaborator:** A leader must express his/her feelings and work in greater length and in great detail. She/he must spell out suggestions in terms of examples also.
- ❖ **Critic:** A leader must be critical in nature. She/he must express a reasoned judgement to set some standards. She/he must frequently find the shortcomings and make clear judgement.
- ❖ **Energizer:** A leader must be an energizer for the other team members. She/he must stimulate the group towards higher level and better quality of work.
- ❖ **Recorder:** A leader must keep a written record of the group's task.

A Leader Should Be

P - POLITE

O - OBEDIENT

L - LIBERAL

I - INTELLIGENT

C - COURAGEOUS

E - EFFICIENT



S - SPECIFIC

M - MEASURABLE

A - ACHIEVABLE

R - REALISTIC

T - TIMELY





Designed & Printed by Fountainhead Solutions Pvt. Ltd.



Government of India
Ministry of Minority Affairs
11th floor, Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi - 110016



National Institute of Public Cooperation and
Child Development (NIPCCD)
5, Siri Institutional Area, Hauz Khas
New Delhi - 110016