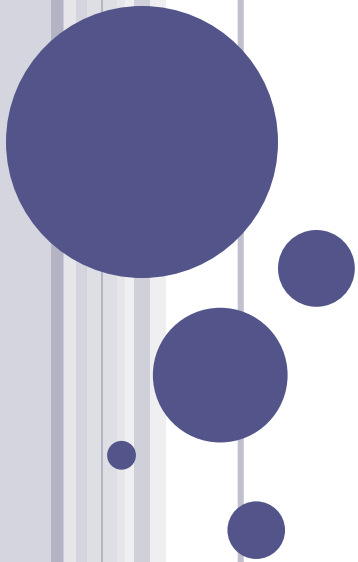


LEAD WITH INTEGRITY!

Leadership & Ethics



OBJECTIVES

- Describe the characteristics of a leader
- Practice and display leadership skills
- Define and explain the importance of ethics in business
- Describe the eight steps to ethical decision making



LEADERSHIP AND ETHICS: SO WHAT?

- Leadership, ethics, and teamwork are essential in the workplace
- Always aspire to be a strong leader and coworker
- TEAM – a group of individuals who work together in pursuit of a common goal



LESSONS FROM GEESE – PAGE 2-3



LESSONS FROM GEESE - 1

➤ FACT 1:

- A “V” formation provides uplift for the geese that follow – allowing them to travel 71% further than on their own

➤ LESSON 1:

- When we share a common goal and direction, we can achieve them more quickly than by ourselves.
- This momentum “lifts” the group



LESSONS FROM GEESE - 2

➤ FACT 2:

- If a goose moves out of position it is hit by the full force of the wind causing it to lose momentum - if it reenters the formation it will regain its protection and the uplift it lost

➤ LESSON 2:

- **Accepting** and **Offering** help allows people to reach their goals easier and with less effort



LESSONS FROM GEESE - 3

➤ FACT 3:

- When the lead goose gets tired it shifts out of position taking a place in the back to use the uplift from the others to gain its strength back
- The second in line then shifts to the leader position and so on

➤ LESSON 3:

- Sharing the role of leadership allows each person to bring individual strengths, gifts, talents, and resources – it also allows moments of rest



LESSONS FROM GEESE - 4

➤ FACT 4:

- When the geese fly in formation they honk the entire time to keep up their speed

➤ LESSON 4:

- “Honking” (talking, sharing ideas, brainstorming, etc.) should be encouraged.
- Productivity improves when people are not afraid to share their ideas
- No idea is a stupid idea



LESSONS FROM GEESE - 5

➤ FACT 5:

- If a goose drops to the ground 2 geese follow to protect it. They stay until the injured goose can fly again or dies.

➤ LESSON 5:

- Looking out for the well being of the group and its individual members, especially in difficult times, increases the chances of everyone succeeding!



LESSONS FROM GEESE - SUMMARY

The success of migrating geese is measured by their ability to reach their destination without losing any members.

Leading a successful team means you can accomplish the team's targeted goals without losing team members to apathy, disengagement, disrespect, or division!!



WHAT MAKES A LEADER – PAGE 3

- A leader is anyone within an organization who guides others toward the realization of a goal.
- **Not all managers are leaders AND not all leaders are managers!**
- A true leader motivates others by showing respect and building relationships grounded in trust, professionalism, and mutual respect



SELF ASSESSMENT – PAGE 3-5

COMPLETE – 15 Minutes

How Well do You Lead?

Answer honestly to get accurate results!!!



THE 4 FUNDAMENTAL CHARACTERISTICS OF A LEADER

1. Self-Confidence
2. Positive Attitude
3. Professional Behavior
4. Strong Ethics



SELF-CONFIDENCE – PAGE 5

- ✓ Self-Confidence gives you the ability to lead others
- ✓ Building self-confidence takes time and experience
- ✓ Achieved by mastering significant life skills and job know-how
- ✓ Setting goals and achieving them can build self-confidence



APPLY THE SKILLS – PAGE 6

Complete – 15 Minutes

Track Your Achievements



POSITIVE ATTITUDE – PAGE 7

- ✓ You must be constantly aware of, and searching for, the bright side of bad situations
- ✓ Strong sense of balance and refuse to be thrown off by setbacks and problems
- ✓ Problems and setbacks are inevitable – a strong leader expects and prepares for them
- ✓ Do not dwell on problems – TAKE ACTION!



APPLY THE SKILLS – PAGE 8

Complete – 15 Minutes

Practice Thoughtful Awareness



PROFESSIONAL BEHAVIOR – PAGE 9

- ✓ Lead by example – demonstrate the actions and values you expect from the team – DAILY!!
- ✓ Continually develop skills and abilities, understand the business, get involved in daily work, build strong relationships within the organization
- ✓ You will inspire others through respect NOT authority



SELF- ASSESSMENT – PAGE 9-10

Complete – 15 Minutes

Practice Leading by Example



STRONG ETHICS – PAGE 10

- ✓ Ethics: A system of moral principles or personal values
- ✓ Values: A person's standards of behavior
- ✓ Doing the right thing even if no one is watching
- ✓ Managers tell others to do the right thing –
Leaders do the right thing



SELF- ASSESSMENT – PAGE 10-11

Complete – 15 Minutes

Examine Your Values



IMPROVE YOUR LEADERSHIP SKILLS

- Listen to others
- Become a Great Storyteller
- Embrace Integrity
- Be Transparent
- Collaborate
- Be Responsive
- Accept Change
- Get Excited
- Embrace Simplicity
- Show Appreciation



ETHICS IN BUSINESS

- Ethics: A system of moral principles or personal values
 - 2 Types Based on:
 - Personal Morals
 - Society, Class, or Culture
- Learned behaviors that are influenced by our family, friends, coworkers, teachers, religion, and society
- Ethical behaviors START and END with the individual!



SELF- ASSESSMENT – PAGE 22-25

Complete – 20 Minutes

Okay? Not Okay? Do the Right Thing



COMMON BUSINESS ETHICS QUESTIONS

PAGE 25-28

- **Office Supplies**
- **Company Expenses**
- **Fairness**
- **Reporting Others**
- **Personal Time**
- **Confidentiality**
- **Honesty**
- **Accepting Gifts**
- **Borrowing Money**
- **Always do the Right Thing**
- **Stereotyping**



8 STEPS TO ETHICAL CHOICES

- Stop and Think
- Create a Code of Ethics
- Determine Facts
- Use Industry or Company Regulations
- Consider all Parties
- Weigh the Consequences
- Make the Decision
- Review the Results of Your Decision



COMPANY CULTURE AND FITTING IN

PAGE 34-36

- Every workplace has a specific culture or philosophy on how they conduct business
- A company's culture includes: values, customs, beliefs, goals, and workplace atmosphere
- Knowing a company's culture is important to help ensure a “secure” fit **BEFORE** starting work with them



COMPANY CULTURE AND FITTING IN

PAGE 34-36

- Ask
- Review the company's website
- Research the company
- Review social networking sites
- Learn about the current team
- Learn what you can **BEFORE** the interview
- Ask about the teams and promotion programs



COMPANY CULTURE AND FITTING IN

PAGE 34-36

SUMMARY

Knowing a company's culture is very important to you fitting into their environment – if this “fit” is not mutual the chances of you succeeding or staying with the company is very unlikely!!



NEXT STEPS – PAGE 38-39

Answer the 4 questions in this section



TASKS

- Pages 13-21 - Apply the Skills:
 - Take Seven Days to Leadership Success
- Page 29-32 - Thinking Break
 - Complete each section under the 8 Steps to Ethical Choices
- Page 33 - Apply the Skills:
 - Make Good Decisions



