

LEADERSHIP TRAITS

- Flexibility
- Knowledge
- Initiative
- Decisiveness
- Tact
- Dependability
- Enthusiasm
- A Lot of Perseverance
- Integrity
- Judgment
- Courage
- Bearing
- Unselfishness
- Loyalty

LEADERSHIP PRINCIPLES

- Be technically proficient
- Know yourself and seek self-improvement
- Know your subordinates and look out for their welfare
- Keep your people informed
- Set the example. Behave as you espouse. Follow ethical business practices and set high standards.
- Develop your people (coaching, training, delegating)
- Seek responsibility and take responsibility

- *Make sound and timely decisions. Delegate—you can't do it all*
- *Be sure that the jobs can be done by you and your group, and are understood, supervised, and accomplished*
- *Lead and train your employees as a team*
- *Develop a sense of responsibility among your subordinates*
- *Adhere to corporate standards for equitable treatment of all employee groups*