

## **The Foundation of Leadership**

### **You will learn.**

- The difference between "leadership" and "management".
- A practical definition for successful leadership.
- The "essential" element of leadership.

### **Pre Discussion Questions**

1. Why is it beneficial to commit time and energy to the study of leadership enhancements?

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2. Why are there so few leaders and so many followers?

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3. How would you define effective leadership?

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4. Is there a difference between "Leadership" and "Management?"  
If so, describe the difference(s).

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**Video Presentation and Note Taking Guide**

**THREE LEADERSHIP ASSUMPTIONS**

**Assumption #1:** Our focus is on \_\_\_\_\_,

not \_\_\_\_\_.

Four Management Functions:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Four Resources to be Managed:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**Assumption #2:** Leadership is not \_\_\_\_\_. Leadership

is the ability to offer \_\_\_\_\_

and the willingness to take \_\_\_\_\_.

**Assumption #3:** The ESSENTIAL element of leadership is

\_\_\_\_\_!

**Post Discussion Questions (5 minutes)**

1. Which of the “Four Management Functions” do you feel most comfortable with? Why?

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2. Which of the “Four Management Functions” do you feel least comfortable with? Why?

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3. Can a position or job title serve to hinder personal leadership development? How?

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4. Why do you think “followers” were identified as the ESSENTIAL element of leadership?

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## **Role Play Exercise**

1. Individually create a list of all your “**management**” activities you regularly do (i.e. planning, controlling, directing, and organizing).
2. Compare and discuss your individual lists within the group.
3. Now individually create a list of all the leadership “**service**” activities and leadership “**actions**” that you should focus on regularly.
4. Compare your list with your group members and honestly discuss the significant differences between the management and leadership activities that you’ve listed.

## Quiz

1. It was stated that in this study, equal amount of time and attention will be paid to leadership and management.
  - a) True
  - b) False
  
2. Leadership is primarily determined by the professional positions we occupy.
  - a) True
  - b) False
  
3. Leadership is a definable destination that can be clearly identified.
  - a) True
  - b) False
  
4. This training series is based on practical, useable skills, not philosophical, theoretical concepts.
  - a) True
  - b) False
  
5. Phillip Van Hooser stressed that practical leadership is based on the ability to offer service and the willingness to take action.
  - a) True
  - b) False
  
6. The "essential" element of leadership is:
  - a) Authority
  - b) Position
  - c) Followers
  - d) Decisiveness
  
7. Which of the following is not one of the stated management functions?
  - a) Planning
  - b) Facilitating
  - c) Controlling
  - d) Directing
  - e) Organizing

8. The primary difference between managing things and leading people is that people have the capacity to decide for themselves what they will or won't do and who they will or won't follow.
  - a) True
  - b) False
  
9. Knowledge and information mean little by themselves if followers are unable to see their leaders doing something positive and substantive with that knowledge and information.
  - a) True
  - b) False
  
10. It is not possible for an individual to be a leader unless he or she occupies some sort of management position.
  - a) True
  - b) False

**Personal Action Plan**

Student Name: \_\_\_\_\_ Student Manager Name: \_\_\_\_\_

1. What is the single most valuable idea you learned from this session?
2. How are you going to specifically apply this idea in your organization?
3. When will you implement what you learned?
4. What benefits do you anticipate resulting from your actions? (Include financial benefits like time savings and direct money savings.)
5. What challenges may you run into while trying to use this idea? How will you avoid or overcome these challenges?
6. What resources (people, equipment, tools, etc.) will you need to complete the implementation of this idea?
7. What follow-up dates, if any, must be added to your calendar?
8. When will you and your manager meet to discuss the implementation of this idea and review the progress?

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_