

## Successful Leaders

### Lesson Plan:

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**Duration:** 50 Minutes

**Teaching Method:** Lecture/Discussion

**References:** Student Guide & Slide Presentation

**Teaching Aids/Handouts:** Student Guide & Slide presentation

**Reading Assignment:** Student Guide

**Lesson Objective:** Comprehend the characteristics and traits which contribute to making a successful leader.

### Desired Learning Outcomes:

1. Describe the basic traits of a manager.
2. Describe the basic traits of a successful leader.
3. Discuss the difference between managers and leaders.
4. Explain why communication is a critical success factor of leadership.
5. Discuss five questions to ask when evaluating leadership ability.

### Lesson Strategy:

This segment is designed to describe the traits of successful leaders. Emphasis will be on how commanders can develop their leadership skills in order to become more effective.

This lesson will first examine the traits of managers, then leaders. Discussion will emphasize the difference between managers and leaders. After, the lesson shifts to a discussion of communication as the critical factor for leadership success. Finally, members will learn to evaluate their own leadership potential by asking themselves five specific questions.

# CAP Unit Commanders Course: Director/Instructor Guide

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The teaching outline provides an introduction, outline of the main points, and a conclusion to be adapted as required to meet the needs of a particular wing. The presenter should personalize the lesson to reflect the unique characteristics of the wing.

Use the suggested questions to tie the lesson together at the conclusion.

## Lesson Outline:

### MAIN POINTS:

- I. Traits of managers.
- II. Traits of successful leaders.
- III. The difference between managers and leaders.
- IV. Communication: a critical success factor of leadership.
- V. Five critical questions to ask.

## Teaching Plan

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**Lesson Objective:** Comprehend the characteristics and traits which contribute to making a successful leader.

### ATTENTION:

Do you consider yourself a leader? Who do you believe are successful leaders? Why do you feel they are successful?

### MOTIVATION:

Being a commander does not automatically make you a leader. You were appointed as a commander by the stroke of a pen, but becoming a leader is far more complicated. You may have heard that leaders are born, not made, or vice versa. This lesson provides you with some basic guidance to help enhance your leadership skills.

### OVERVIEW:

What this section can do is make you more aware about the traits that successful leaders have, explain the difference between leadership and management, and finally show a way to help you assess your own leadership ability.

### **TRANSITION:**

STATE: What are the characteristics of a successful leader? To answer that question, we must first define two terms that are often treated as the same thing: manager, and leader.

### Main Points:

#### **MP I. Traits of managers**

- A. Planner.
- B. Controller.
- C. Organizer.
- D. Equated with things and programs, not people.

#### **MP II. Traits of successful leaders**

- A. Communicate, strategize, and coach.
- B. Are able to effectively delegate.
- C. Look at the bigger picture.
- D. Are good followers.
- E. Aligns goals with those of the organization.
- F. Are good managers.

#### **MP III. Differences between leaders and managers**

- A. Managers work with objects and programs, logic and analysis.
- B. Leaders succeed with people – they motivate and inspire.
- C. Managers are not necessarily leaders, and vice versa.
- D. Successful leaders however, also cultivate their managerial skills, and focus their efforts to accomplish the mission.

#### **MP IV. Communication: a critical success factor of leadership**

- A. Effectively communicate your thoughts to your members.
- B. Listen to your members.

#### **MP V. Five critical questions to ask**

- A. Are you a manager, leader, or both?
- B. What skills will you share?
- C. What skills will you improve?
- D. How do you accomplish the mission?
- E. What will you do differently next week?

### **QUESTION AND ANSWERS:**

Use the suggested questions to facilitate the discussion, and field any questions that the students may have.

## Lesson Summary:

### **SUMMARY:**

Being a successful leader takes time, effort, an awareness of your personal strengths and weaknesses, and an understanding of the people you work with.

### **REMOTIVATION:**

People can learn to become successful leaders. This lesson provided you with some basic guidance to help enhance your leadership skills.

### **CLOSURE:**

What is a successful leader? The answer is different for everyone. What is certain is that successful leaders follow a certain pattern, and understand themselves, their people, and their objective.

## Suggested Questions:

### **1. What is the difference between leadership and management?**

Answer: We lead people and we manage things.

### **2. Who would be more effective in motivating the squadron, a leader or a manager?**

Answer: A leader, they lead and inspire people.

### **3. Who would be more effective at handling a budget, a leader or a manager?**

Answer: A manager, they take care of things by nature, including budgets and schedules.

### **4. Why do you think it's important for a successful leader to be a good follower?**

Answer: Everyone has to answer to someone else. Being a good follower has two effects: first, it reduces friction between you and the higher echelons, because you are working together to get the job done. Second, it sets a positive example for the people who work for you because they will see that you are asking them to do nothing that you wouldn't do yourself.

### **5. To be an effective commander which skill should you be proficient in, leadership or management??**

Answer: Trick question; to get the class thinking...they need a blend of both leadership & management skills to be an effective commander.

Field any other questions that the students may have.