# Leadership Skills List and Descriptions adapted from--

<https://www.thebalance.com/top-leadership-skills-2063782>

1. **Work Ethic**

A Leader has to be willing to lead by example in putting in the effort to get the job done with excellent organizational and planning ability (at least to the point of getting people on their team with the skills they need), as well as seeing the big picture to understand what needs to be accomplished in the first place.

1. **Communication**

As a leader, you need to be able to clearly and succinctly explain to the people you work with everything from organizational goals to specific tasks. Leaders must master all forms of communication, including one-on-one, small group and larger groups, as well as communication via the phone, email, and social media. A large part of communication involves listening. Therefore, leaders should establish a steady flow of communication between themselves and their team members, and set up structures to support that (e.g. email lists). Leaders should make themselves regularly available to discuss issues and concerns their team.

1. **Motivation**

Leaders need to inspire others to go the extra mile for their cause or organization or get involved in an activity. There are a number of ways to motivate others: through recognition and rewards, or by getting others involved and giving them responsibilities to increase their investment. You must learn what motivators work best for the particular group you are trying to involve.

1. **Delegating**

Leaders who try to take on too many tasks by themselves will struggle to get anything done. These leaders often fear that delegating tasks is a sign of weakness, when in fact it is a sign of a strong leader. Therefore, you need to identify the skills of each of your team members, and help them choose duties based on his or her skill set. By delegating tasks to others, you can focus on other important tasks

1. **Positivity**

A positive attitude can go a long way. You should be able to laugh at yourself when something doesn't go quite as planned; this helps create a happy and healthy environment, even during busy, stressful periods. If team members feel they are in a positive environment, they will be more likely to want to be there and will therefore be more willing to put in the effort when needed.

1. **Trustworthiness**

Team members need to be able to feel comfortable coming to their group leader with questions and concerns. It is important for you to demonstrate your integrity —people will only trust leaders they respect. By being open and honest, you will encourage the same sort of honesty in your team members.

1. **Creativity**

As a leader, you have to make a number of decisions that do not have a clear answer; you therefore need to be able to think outside of the box. Learning to try non-traditional solutions, or approaching problems in non-traditional ways, will help you to solve an otherwise unsolvable problem. Most people will also be impressed and inspired by a leader who doesn't always choose the safe, conventional path.

1. **Feedback**

Leaders should constantly look for opportunities to deliver useful information to team members about their performance. However, there is a fine line between offering advice and assistance, and micromanaging. By teaching others how to improve their work and make their own decisions, you will feel more confident delegating tasks.

1. **Responsibility**

A leader is responsible for both the successes and failures of his or her team. Therefore, you need to be willing to accept blame when something does not go correctly. If your team sees their leader pointing fingers and blaming others, they will lose respect for you. Accept mistakes and failures, and then devise clear solutions for improvement.

1. **Commitment**

It is important for leaders to follow through with what they agree to do. You should be willing to put in the extra hours to complete what is needed; others will see this commitment and follow your example. Similarly, when you promise a reward, you should always follow through. A leader cannot expect team members to commit to their job and their tasks if he or she cannot do the same.

1. **Flexibility**

Mishaps and last-minute changes always occur when organizing activities. Leaders need to be flexible, accepting whatever changes come their way. Others will appreciate your ability to accept changes in stride and creatively problem-solve.