

MARCH 24, 2011

How To Become A Leader Not A Manager

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The book that has become an **ENTREPRENEURIAL** movement!
(By the way, we already heard the "movement" jokes.)



1. Be Willing To Let Go Of Control

Leadership is about providing vision and inspiration for a team/group/organization. A good leader has the right people with the right skills on the job and trusts that they will do that job well. He or she sets the stage and then moves out of the way! In contrast, managers are often in the thick of things and focusing on the details. Good leaders do not micro-manage. They spend their time on thinking strategically and let their team do the follow through.

Thanks to Stephanie LH Calahan of [Calahan Solutions, Inc.](#)

2. Keep It Simple

I firmly believe that the best way to gain and maintain the respect of your employees is to lead by example. It's really that simple. There's no need to rack your brain to come up with an entire dog and pony show to win employees over. I hold myself to the same standards I expect from them. For instance, if they have to be at work by 9AM, then I will be at work by 9AM or earlier ready to work. This is the most effective method I have had work in my favor. Over the years I've noticed that if employers take a more lackadaisical approach with their personal schedule and come in like a whirlwind barking orders all day after hardly spending time at the office, their employees yes them to death and then go about their day. There is simply no respect for authority when the boss doesn't attempt to put in the man hours.

Thanks to Krishan Agarwal of [Melrose Jewelers](#)



3. If You Want To Get The Best From Someone, Don't Light A Fire Under Them, Light A Fire Within Them

One method that has always been helpful for me, as well as other leaders I respect, in "lighting that fire" , is to provide a monthly or quarterly communication to my team that stresses two themes:

- The current strategy of the company as a whole
- How our department is supporting that strategy

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mike in social media:



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The thought is that the more someone can link their efforts to the overall success of the business, the more energized they will be.

Thanks to Danny Abney of [LoyalNation](#)

4. Leaders Hold The Vision

I believe that the one thing that differentiates a leader from a manager is FOCAL POINT. A leader keeps the team, department or company focused on the vision, seeing the big picture and keeping everything headed in the right direction. A manager is more focused on the close-range details ensuring that the team handles the tasks required to maintain the work. Good leaders have an innate ability to keep the focus on the big picture without losing sight of the details.

Thanks to Myra McElhane of [McElhane & Associates](#)



5. Make A Promise, Keep A Promise

Leading by example? For me, it's about the old "make a promise, keep a promise" adage. I don't over-promise my clients, and I always over-deliver ... and the same holds for the way I deal with people who work for/with me. I know that they see it, and I've noticed how it's changed the way that they do business, too.

Thanks to Jeannette De Beauvoir of [Customline Wordware](#)



6. Manage From Your Head, Lead From Your Heart

Managers handle tasks and timetables and make sure things get done. Leaders have a vision, and they engage and challenge employees to enroll in it. They set a tone for the company and they define the culture and the values, and make sure the managers are managing to the vision, culture, values.

Thanks to David Kaiser of [Dark Matter Consulting](#)



7. People Expect To Be Managed, But They Prefer To Be Led!

Management is necessary, but it's leadership that makes organizations excel. Leaders succeed when they don't motivate employees. What?! You mean motivate employees don't you? No. In fact, trying all the fancy methods to motivate employees is a road to failure. Help them motivate themselves. Give them chances for self-development, to learn new things, try new experiences. This is how most people are motivated and they respect a leader who treats them as important people.

Thanks to Bob Mason of [RLM Planning And Leadership](#)

8. Stop Answering Questions!

Leaders focus on growing and developing people not controlling their work. Train yourself to think like a coach by not answering questions. Your team members will come to you with questions. Resist your knee-jerk instinct to solve their problems and instead, turn it back on them. Walk through the decision



process and don't be afraid to let him make his own decisions. He needs to build his own experience base so that he (and you) can start to take on new challenges.

Thanks to Jen Mozen of [Define My Style](#)



9. Nice Guys Win

Some managers are just abusive...they believe that the best way to motivate is through fear and intimidation. That never works. Employees may work harder but they either exit far too soon (and turnover becomes an embarrassment) or damage your reputation through "non-aggressive evangelism"...showing others in the company and outside that you're an undesirable manager to work for.

Thanks to Roy Cohen of [Career Coach & Author, The Wall Street Professional's Survival Guide](#)

10. Difference Between Leaders And Managers

1. Leaders must not just have a vision, but also must convince their employees/followers that the vision will benefit the followers. People act according to their own self-interest, and will embrace the leader's vision if they believe the vision will make their professional/personal lives better.

2. Good leaders learn to identify the key opinion leaders among their followers, and proceed to win these key individuals to their cause, often by using tools such as mentoring

Thanks to Michael G. Zey, Ph.D of [zey.com](#)



11. Living In The Past Or Looking To The Future?

Leading is looking forward. Managing is working with the past. You cannot do both effectively. Start ups often have to juggle this at first but in order to grow you have to decide which position you're better at and hire someone to fill the other.

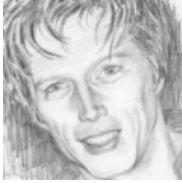
Thanks to Victoria Kamm of [Obviously Brilliant Company](#)



12. Leaders LEAD And Managers MANAGE

Leaders don't have to manage people in the day-to-day. They don't have to show employees where they need to fix something and work with them to improve. Leaders set a course. They outline a vision and they provide enough direction and motivation that people happily do what they need to do. Leaders coach and mentor, but do not manage. They assume the best of people and help people to realize the best they can be! People want to follow a leader.

Thanks to Beverly Flaxington of [The Collaborative](#)



13. Leaders Co-create Work Experiences With The People They Lead

Employees were educated to be co-creators and collaborators in their consumer experience. They expect the same at the workplace.

A leader takes an interest in understanding goals & values of an employee and then co-creates a career / job role where individual interests are aligned with organizational interests.

A leader gets that success requires an extra spark of creativity and engagement ; neither of which can be mandated.

Thanks to Yosh Beier of [Collaborative Coaching LLC](#)



14. Are You A Helicopter Or A Boss?

We tend to want to take over the task at hand because we think it will be quicker. It is better to guide and teach your employees, and if they make a mistake, show them where they went wrong and let them correct it - do not fix it yourself. By hovering, you are wasting valuable time getting your own things done, and it will take them much longer to learn the job. You hired them because you believed they were skilled enough to perform their job, let them perform it.

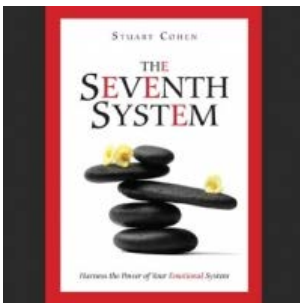
Thanks to Jen Watkins of [St. George News](#)



15. Anyone Can Be Assigned The Role Of Manager.

In contrast only a few have true leadership prowess. The number one difference between a great leader and just a manager is passion. When you have passion you are willing to do any task you ask of someone else. You care about the work and the people who do it. People want to follow leaders, managers drive people forward regardless of desire.

Thanks to Dr. Robyn Odegaard of [Champion Performance Development](#)



16. A Powerful Vision That Sweeps The Team Forward

Leaders articulate a vision of where the organization is headed. They paint a picture of the future that feels so real that others can feel it too. They help others coalesce around that image and keep the picture strong through setbacks and distractions.

Thanks to Stuart Cohen of [The Seventh System](#)



17. Empower First, Never Micro Manage

I empower employees and volunteers in our organization. My motto is, "choose great people and let them do what they do best."

I always find all the good things my people have done and I praise them for it. I focus on all the great things that go well. When something didn't go well, I walk through the process of what they did with them and I brainstorm on what happened. They figure out what

went wrong and know what to change next time. I say great job and move on.

Thanks to Shell Brodnax of [Real Estate Staging Association](#)

18. Tell The Truth And Do The Job!

Whenever I manage a department or a team, I have two rules:

1. Always tell the truth.
2. Try not to ask people to do more than I'm willing to do myself.

The corollaries to these are: "I may not always tell you the whole truth and I may even phrase things misleadingly, but I won't knowingly lie to you" and "I'm willing to do an awful lot to get the job done."

I've used these whenever I'm running teams or departments and have not yet found a need for a third rule.

Thanks to John Hedtke of [JVH Communications](#)

19. Rule #1, Leading Is NOT Managing

You have to have guts enough to not get involved in the HOW to do something. For example, we recently updated our vendor database. I told my team that the company needed something to manage our vendors that they would use. It was up to them to do it. They worked together to solve the problem and I didn't manage it. I think Leading is about stating a goal, target or result to your team and then be brave enough to give them the authority to manage themselves.

Thanks to Mike Robinson of [Permit Place](#)

20. "Actions Speak Louder Than Words"

If you want to be a great leader and gain respect among employees you need to have earned your stripes.

Showing them you are still willing to roll up your sleeves when necessary to get the job done goes a long way in regards to what you'll get back in return. You need to give the employees enough space to spread their wings and come up with ideas to make the business more efficient. Encourage self-sufficiency and serve as a guide.

Kicking your feet up and letting your team do the grunt work is HUGE negative. You will not only lose the respect of your employees but in addition, good employees will be one foot out the door and soon gone all together. The quality of your work force will suffer. There are many mistakes one can make as THE BOSS. Unwillingness by a boss to practice what they preach is a HUGE one. It becomes transparent to the employee that you believe yourself to be above them.

My best tip is an age old saying: work hard and play hard. And show your employees appreciation. At Elite, we implement several nights out: bowling night, family BBQs, rewards and recognition dinners, etc.... This encourages your employees' loyalty, as they see you



in a personal setting and it becomes more than just a job.

Thanks to Justin Milmeister of [Elite Merchant Solutions](#)



21. Pot Of Gold: Leading For Results

To truly stand out as a leader among your people, you must invest in your key people; do not take advantage of them because when you genuinely help people grow or achieve their goals, they will see a reason to provide real value to your company.

Thanks to Marsha King of [BuiCatalyst](#)

22. Want Results? Be + Share + Applaud Your Vision.

Want to lead a thriving business? Then as a leader relentlessly embody and impart your company's vision to your employees (as well as to the outside world). Instill in them that who they are and what they each do is essential to realizing that vision. There's nothing like commitment, pride and a sense of ownership to drive success.

Thanks to Dana Whitaker of [Opening Eyes, LLC](#)



23. Trust. It Is What Separates Leaders From Managers!

The mistake that makes leaders into managers is whatever the opposite of trust is.

Trust is especially important in a business with few employees. The less trust you have in your employees, the more you have to manage them, the less you are willing to invest in them and the greater the frustration on everyone's part because they are not equipped to meet your expectations and you are not equipped to accept their output.

Thanks to Bob Stemen of [Applied Heat Recovery, LLC](#)

24. A Little Example Goes A Long Way

Lead by example. Show your people that while everyone has specific roles, there is no aspect of the business that is "beneath you"; and that true inspiration comes from illustrating that you know your business and what it requires to succeed.

Thanks to Alrick Robinson of [The Small Business Survival Guide](#)



25. Leaders Coach To Success While Managers Fix Problems

First, boost self confidence by focusing on the employee's strengths & sharpen them w/positive reinforcement. Next, focus on their needed areas of improvement. If you've boosted their self confidence, you've positioned them and given them the confidence they need to accept your coaching. Negative reinforcement is what managers use to fix and manage employees. Positive reinforcement is what leaders use to lead their team to success. Are you a leader or



simply a manager?

Thanks to Bruce Claver of [Hospitality Consultants](#)



26. Are You Looking For Rocks In The River?

"Minding the flows" is a sure way to show employees that you respect their abilities. The best way a leader can direct a team and avert blockages is to "stay above the waterfall" in order to see the big picture and let employees do their respective jobs to navigate the waters.

Thanks to Robert Preziosi of [The Leadership Road](#)



27. Build And Foster Your Team

One of the most important things I did as a plant manager was to build my team. I allowed my people to be thinkers and doers. They could come up with ideas and implement them if it corresponded with the needs of the company and moved us in a positive direction. Regular supervisor meetings fostered a teamwork approach to problem solving. Believe in your people, listen to them, and let them help you find effective solutions. The best ideas come from the front line.

Thanks to Kathy Steck of [DinerWear](#)



28. It's A Forest, Not Just A Bunch Of Trees.

If details tend to be what you see first, you might need to step back and see the bigger picture. Solutions are often missed because of this. Try to see the situation from others' points of view. Oftentimes the solution is as simple as making sure you and your colleagues are talking about the same thing. In other cases, take a walk outside to think. Besides a change of environment, getting your body in motion can help clear your head or get fresh ideas.

Thanks to Wing Girl Kim of [AlphaDog. Get The Bitch You Want: A Man's Guide To Dating. By A Woman](#)



29. COACHING LEADERS GET IT

Today's competitive environment rewards, should I say, demands high level performance. The old school managers way of managing is like the dinosaur, or dead man walking-its over! You can see the dreary look in the eyes of the employees lead by old style managers.

Coaching leaders (like all great sports coaches) inspire hard work, dedication to personal improvement and winning. The Coaching Leaders tools are providing real time, hard hitting, yet compassionate performance feedback. Coaching leaders create loyal, dedicated followers that last a lifetime. You can see that vibe in certain businesses, people moving fast, stretching, sweating, winning and celebrating.

I published my book Coach to Win the Leadership Game after 25 years of firsthand experience seeing what today's leaders are facing. I am currently coaching leaders in some of the America best run companies from California to Maine.