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The 10 Biggest Leadership Mistakes To Avoid

Anyone that is a boss, a manager or a leader knows that strong leadership qualities are a must if you and your team are going to succeed. There is so much information out there on how to be a great leader; however, there are also things that should be avoided if you're in a leadership role.

The 10 biggest leadership mistakes to avoid include:

1. Forgetting to listen

Leaders have an agenda, a plan and a mission that they are trying to carry out. However, they can sometimes forget to listen to the advice of others. There is wisdom in consulting people for advice and ideas. Listen to those around you and put your heads together.

2. Ignoring the details

Leaders can often fixate on the big picture. The only way you can pull off the ultimate goal is to stay the course and note the details that it takes to get there. In other words, a leader should avoid ignoring the details.

Are You Avoiding These Leadership Mistakes?

The Cost Of A Bad Hire

When you need to fill a position, you are often in a time crunch and feel urgent. No matter the need, try and slow down to hire well. The cost of a bad hire is both pricey and hurts a variety of other areas of your business.

Costs Associated with a Failed Hire

In the event that you make a hire that doesn't work out, you'll find that the costs associated with this unpleasant situation are not just financial.

Other Costs include:

- Salary loss
- Recruitment time
- Training and education
- Missed deadlines or potential business
- Team morale
- Increased supervision

When you think about all those costs, then you'll want to avoid a bad hire more than anything. Some of the most trying aspects of the above list are recruitment, training and a greater need for supervision.

Recruitment Process

Whether your company recruits themselves or uses an agency, there is a lot of time invested with recruitment. The process can be long, expensive and overwhelming when trying to recruit top talent.

If your company makes a poor hiring choice, you'll have to go back through the process all over again.

Costs and time spent include:

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They matter and are what helps you to achieve the overall project or mission.

3. Missing individual successes

Don't forget to give credit where credit is due. Your team will thrive under a little pat on the back and encouragement. If you miss celebrating individual successes, then you could miss a very important motivator for your team.

4. Slow to change

Strong leaders should be quick to change if it makes sense. You gain nothing by making the process slow. If you can make an improvement for your team or company, then go for it.

5. Being "incognito"

Don't get lost! Your employees should be able to find you with ease. If they think you are always gone or unavailable, then you will miss opportunities to mentor them.

6. Skip the micromanaging act

No one likes to be micromanaged. Be sure to hire well and you can skip the constant checking up on them and the getting into every detail.

7. Not communicating well

The goal should be to inform your staff about what's happening in the company. The less surprises the better for your team. Good communication is important for success.

8. Making things about you

Don't make everything about you. Your team will get annoyed and not respect you. Be sure that you are open to helping the team as a whole rather than just you.

9. Not admitting your mistakes

Leaders need to admit when they are wrong and make mistakes. Your honesty with the situation will help your team see you as more human and even more approachable.

10. Not being willing to fire people

Terminating someone's employment is never a good situation. However, leaders need to be willing to make a change and fire someone when it is warranted.

Leaders should focus on how to lead and avoid these 10 mistakes at the same time. Strong leadership is essential to the success.♦

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- Ad placement
- References
- Criminal & credit checks
- Interviews

Recruitment should be carefully handled and have several people involved during the decision making process.

Beginning Costs

In the beginning, you'll spend time with your new hire in training, orientation and completion of new hire paperwork. Since you spend so much upfront time with your new employee, it becomes harder to terminate because you're left with the hope it will work out.

You'll save time and money by making a necessary change rather than continuing to invest in someone that is not the right fit.

More Supervision

If you hire and the employee is not performing well, then you'll have to give them more supervision. The problem with having to supervise more is that you're not able to complete your own job in a timely fashion. This makes the bad hire more costly, frustrating and even hurts other employee's performance.

Don't get so rushed in the hiring process that you make a choice you'll live to regret. Be sure to do more than one interview, complete your company's hiring process in full and consider in advance the real costs associated with hiring your candidate. ♦

We can help you with your hiring needs. Contact us today!

> *"A bad hire can have grave consequences for even the healthiest companies."*

The Benefits of Teleconferencing

Companies constantly look for new ways to attract the most talented candidates to hire for their open positions. One way to obtain and keep top talent team members is to embrace technology and encourage them to use it in their work.

Video conferencing is a popular and excellent communication option for your team. You'll find this type of meeting is good for employee morale, a low cost way to meet and a welcome change to the traditional staff meeting.

Employee Morale

The younger generation believes in and trusts technology. Companies that embrace options such as teleconferencing often are able to build trust amongst their employees. By incorporating video conferencing, you'll be able to increase the confidence your team has in upper management.

Further, your employees will see you as company that is willing to change, grow and improve their technology in order to advance their business and team.

Low Cost Way to Meet

Teleconferencing is an easy way to hold a meeting with a large group and not have to come up with a space to squeeze them all into. Technology allows video meetings which saves money because of travel, rented space, refreshments and lost time due to moments of lag before and after the meeting.

Your company can have a full meeting via a teleconference which is a great option and would appeal to a younger generation. They love flexibility and embrace technology quite willingly.

Mundane Meetings

Another reason that teleconferencing appeals to employees is that it switches up the typical, mundane staff meeting. Often upper management schedules meetings that, over time, their staff begins to dislike and even dread.

Employees don't want to attend meetings that only elongate their to-do-lists. They don't like unnecessary meetings that take up their valuable time where they could be getting more accomplished. Top talent craves efficiency and wants to use their time wisely.

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." ~ John Quincy Adams

One Minute Ideas

Calendar Fun Facts

MARCH

- March 1 – Peace Corps Anniversary
- March 3 – National Anthem Day
- March 10 – 1st paper money issued in 1862
- March 12 – Girl Scout Day
- March 15 – Ides of March
- March 17 – St. Patrick's Day
- March 18 – First Walk in Space (1965)
- March 20 – First Day of Spring
- March 21 – First ever Tweet on Twitter (2006)
- March 25 – Pancakes First Made (1882)
- March 29 – Coca-Cola was invented in 1886
- March 30 – Pencil with Eraser Patented (1858)
- March 30 – Alaska purchased from Russian Empire (1867)
- March 31 – First Map of US Published (1784) ♦

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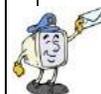
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Further, the younger generation wants to only pursue the tasks and goals that will make them feel successful. They do not like busy work and crave a sense of accomplishment.

If you want to challenge, grow and stimulate your team, welcome technology into your daily routine. You'll find that morale will improve, you'll save money and teleconferencing will even help compliment the typical meeting environment.

Be sure to embrace technology and encourage your team to as well. You'll see improved results and communication that will benefit your business.

Your comments are greatly appreciated. Contact us today!♦

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Recognizing Workers Needs

Successful managers create work environments where employees can contribute according to their individual talents. However, to get the most from those talents, you'd better check employees' hot buttons first.

Learning what employees need from you will help you bring out their best for the organization. So, be sure to address these four categories of employee needs and use their complementary management styles:

• **Employees with security** needs are likely to seek assurances, play it safe, prefer clear instruction, and stay within a job's set description.

Your management style: Encourage risk taking from these workers by telling them about company successes. Avoid surprises about change, and offer constant feedback.

• **Those with achievement** needs are likely to show initiative and set personal goals, work well alone, take pride in a good job, and demand recognition for their good work.

Your management style: Include them when defining work goals, give them sufficient resources, show them the outcome of their work and encourage professional growth opportunities.

• **Staff members with** acceptance needs are likely to say "Yes" to requests too often, compromise frequently, and socialize often during work hours.

Your management style: Praise them frequently, monitor their workload, and assign them to specific team projects.

• **Workers with control** and power needs are likely to value status symbols—a window office, for example—seek leadership roles, associate with influential groups, and embrace office politics.

Your management style: Hold them responsible for the results generated by people and resources they tap, include them in organization-wide projects, and provide as much access as possible to the organization's decision makers. And that includes you.

Suggestion: View employees' needs as opportunities to get the most from their efforts—not as extra effort on your part. You'll benefit and so will the organization—something your boss is sure to notice.♦

Source: Managing People, by Jane Churchouse and Chris Churchouse, Gower Publishing Ltd., Gower House, Croft Road, Aldershot, Hampshire, GU1 3HR, UK

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