



LEADERSHIP: MANAGEMENT TRAITS FOR ACTIVE ORGANISATIONAL FUNCTIONING

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Abstract : *Cultivating managerial skills must be a top priority for all sorts of organizations' leaders. These are thought to be essential for ensuring that organizations work effectively. The major aim is to highlight the worth of leadership aptitudes. The leaders are also conscious of the reality that, in order for the organization to function well, they must continually work to improve these talents. Communication, inspiration, creativity, optimism, feedback, delegation, trustworthiness, work ethics, conscientiousness, and conflict resolution are some of the numerous forms of leadership qualities. The fruitful and satisfactory application of leadership abilities depends on a number of variables. These are the different kinds of employment responsibilities, circumstances, goals, and client needs. When leaders use one or more types of skills, they must make sure that these skills are advantageous to people both inside and outside the organization as well as to the organization as a whole. Therefore, throughout their careers, leaders must concentrate on developing these qualities. In this study, the paper delve into the significance of leadership in organizations, examine various leadership philosophies, and learn how both aspiring and seasoned leaders can foster a leadership culture in their workplaces.*

Keywords – *Abilities, leadership culture, Leadership Skills, Management Skills.*

I. INTRODUCTION

In the workplace, leadership is essential because it acts as a motivating factor that helps teams accomplish their goals and produce beneficial results. In addition, leaders guide their people through difficulties and offer guidance, building a successful workplace. Excellent managers are a must for any company organization in the highly competitive and dynamic economic environment of today. A commercial organization must place a high priority on attracting, nurturing, and retaining exceptional talent. Each effective and successful leader have a variety of skills that have enabled them to function well in a range of managerial roles. To be effective in a range of roles and various organizations, a person needs a specific set of knowledge, skills, behaviour, and attitudes. Competence is a term used to describe these kinds of skills, aptitudes, actions, and mind-sets [1]. The factor that has the biggest impact on how employees feel about their jobs and act is. More specifically, their leadership style is characterized by their loyalty to the company [2]. Organizations need employees who are committed to their work since they can help the organism perform in a competitive economy.

The methods, attitudes, and aptitudes that leaders should have in order to advance the welfare of their employees and progress their organisations are referred to as leadership skills, according to Leadership Skills [3]. A leader's primary responsibilities include inspiring and guiding followers to carry out their tasks and accomplish their goals. True leadership entails inspiring others to develop their own abilities. When they aid others in doing the same, leaders are successful at putting their skills into action. Organisational management and performance are directly connected with leadership style, according to research by Liao et al. [3]. A capable leader provides direction to the team and directs people towards goals. Similar to this, happy employees are more likely to put extra effort into the duties assigned to them and work towards organizational objectives. It is impossible to stress how important great leadership is in maintaining operations. The achievement of this objective is aided by ample incentives, a positive

work environment, compensation, and good management relations. Planning and designing tasks are crucial for the success of organizations.

Effective leadership skill execution necessitates consideration of a variety of factors. They must be committed to their vision and goals, fully comprehend the tasks and responsibilities of their position, display honesty and integrity, led by example in their work, be able to motivate others and alter their perspectives, raise awareness of approaches to dealing with difficulties and challenges, exercise control over psychological issues, and provide answers to a variety of problems. Studies have shown that some leaders are so committed to carrying out their duties that they assemble supplementary teams to supplement their own skill sets. However, the majority of leaders do not claim to possess these traits. However, they use their skills to fulfil their duties as employees.

Leadership skills are learnable. People who are in leadership roles need to concentrate on enhancing these skills. To develop these skills, one must have patience, an open mind, and the willpower to put what has been learnt into practice. When performing their duties, leaders primarily draw on their leadership skills. People in charge of departments at universities, for instance, must concentrate on a variety of tasks and activities. They have these responsibilities. Thus, it is asserted, the performance of job duties and the achievement of organizational goals are the primary contexts in which leadership skills are deployed. Leadership positions are often challenging and allow the leaders the chance to overcome difficulties. Leaders need to be well-equipped in terms of strategies and tactics in order to overcome challenges and carry out their responsibilities in a systematic way.

II. LEADERSHIP QUALITIES

1. Emotional Intelligence

Numerous studies have demonstrated the importance of emotional intelligence as a leadership quality for someone to qualify as a successful leader. The ability to manage one's behaviour in order to effectively maintain and build relationships with others is referred to as emotional intelligence [4]. Emotional intelligence, according to Goleman includes four fundamental skills: self-awareness, self-management, social awareness, and social skill. These four abilities are further described as follows:

1. Self-awareness: Managers who are normally emotionally self-aware can detect their emotional states at any time [4]
2. Self-control - Before acting, self-controlled leaders are able to suppress or minimise negative emotions or thoughts [4]
3. Social awareness: Empathetic managers and leaders constantly consider the feelings of others when making decisions [4]
4. Social skills - Leaders with strong social skills can handle various situations and always seek a win-win outcome. They value cooperation, openness, and responsibility for one's actions [4]

2. Honesty and Integrity

Two essential qualities that go into creating a successful leader are honesty and integrity. How can one expect supporters to be sincere if they don't exhibit these traits yourself? Leaders flourish when they uphold their primary principles, and this is impossible without ethics. Being loyal to oneself, being genuine in one's behaviour and deeds, and exhibiting sensibility, reasonableness, maturity, and wisdom are the simplest definitions of integrity. The benefits of putting these attributes into practice for leaders are numerous [5]. These include performing job duties well, establishing friendly terms and relationships with others, learning to respect and value others, being able to work under pressure, instilling the virtues of diligence, resourcefulness, and conscientiousness, being able to deal with problems and challenges, demonstrating accuracy in the performance of job duties, exhibiting the virtues of honesty and righteousness, and growing in comprehension and thoughtfulness.

3. Confidence

You need to be confident enough to make sure others follow your instructions if you want to lead them effectively. If you lack faith in your own judgment and skills, your subordinates won't follow you. Your fans will respect you more if you project confidence, swagger, and are daring. This doesn't mean you

should be too confident, but you should at least project the amount of assurance required to gain the respect of your supporters.[6]

4. Good Communicator

Strong leaders are able to balance speaking and listening. They can concisely and effectively communicate to their staff everything, from organizational goals to specific tasks, because they are skilled communicators. The more explicit one can be, the better, since if individuals don't comprehend or aren't aware of your expectations, they will fall short.

One must be able to communicate effectively on all fronts, including one-on-one, with the department as a whole, and through the phone, email, and social media [7]. Work on being approachable and involving individuals from different levels since communication is based on a continual flow of verbal and nonverbal exchanges of ideas and information.

5. Commitment and Passion

The others look up to you, therefore you better be passionate about it too if you want them to give it their all. Your teammates will give it their all if they see you getting your hands filthy. Additionally, it will help you win the respect of your staff members and provide your team members with a boost of enthusiasm, both of which will improve their performance. It will be difficult for the leader to inspire their followers to accomplish the goal if they believe you are not totally dedicated or lack enthusiasm.

6. Dispute Resolution

The process of resolving disagreements between the parties is known as conflict settlement or dispute resolution. Conflict resolution and dispute settlement are occasionally used interchangeably. The occurrence of disputes amongst members needs to be stopped before they take on a significant form. Individual conflicts do happen occasionally within organizations [9]. The presence of disagreements is seen as an impediment to the accomplishment of desired results. When there are disagreements between the management and the union, an arbitrator, a third party, is called to resolve the disagreements. The arbitrator is the impartial third party who renders the judgment that both parties must abide by. The key elements that lead to the organization working effectively are friendly terms and relationships.

7. Capabilities for Making Decisions

A leader should be able to make the best choice at the appropriate time in addition to having a vision for the future. Decisions made by leaders have a significant effect on the population. Before making a decision, a leader should consider it carefully, but once made, they should stick with it.

Although most leaders make decisions on their own, it is strongly advised that you consult with important stakeholders beforehand. They are the ones who will profit or loss from your choices, after all.

8. Trustworthiness

Being able to rely on someone as honest and true is referred to as being trustworthy. It is widely accepted inside organisations that leaders and other members must collaborate and integrate with one another. They also need to establish friendly and agreeable agreements and interactions with one another. When leaders and followers have confidence in one another, these factors can be effectively put into action. Being trustworthy is seen as a crucial leadership quality that paves the way for good job performance and the accomplishment of desired goals and objectives [9]. Being trustworthy in a professional setting means being truthful, dependable, and honest. When managers have faith in their staff, they give them more responsibility.

9. Involvement and Empowerment

Right, you can't do everything. A leader must concentrate on the most critical tasks and delegate the rest to others. One follows responsibility and authority over certain duties [10]. If one keep micromanaging staff, they'll lose their trust and, more significantly, one won't be able to concentrate on the crucial issues that need attention.

Give subordinates projects to complete and monitor their progress. Give them the tools and assistance they require to do the task, as well as the opportunity to assume responsibility.

III. Conclusion

The tools, behaviour, and talents that leaders should possess in order to advance their organizations and promote employee wellbeing are known as leadership skills. The fundamental responsibilities of leaders center on encouraging and guiding subordinates to carry out their tasks and achieve their goals. In order to succeed, they must put into practice three crucial qualities: a desire to lead, a dedication to the organization's mission and vision, and honesty. The various sorts of leadership abilities include trustworthiness, motivation, creativity, positivism, feedback, delegation, feedback, work ethics, conscientiousness, and dispute resolution.

Developing passions, leading by example, recognizing strengths, rewarding and inspiring team, conducting regular research, implementing a grievance system, learning to deal with problems and challenges, becoming more situationally aware, settling conflicts and disagreements, and learning all over career are all ways to improve leadership skills. Finally, it can be said that leaders in all kinds of organizations who employ leadership abilities are able to make a substantial contribution to the accomplishment of organizational objectives and the well-organized execution of work responsibilities. Additionally, they are knowledgeable about the approaches and techniques needed to carry out their jobs.

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