



# *Are You Leader?*

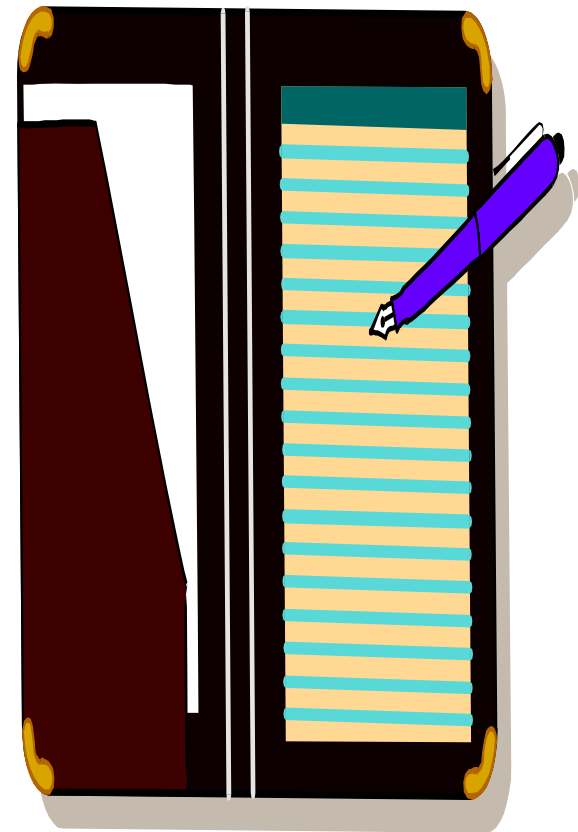
National Training Program  
Federally Employed Women

Marion Stevens  
July 2011



# Seminar Outline

- Objectives
- Recognizing a Leader
- Becoming a Leader
- Summary



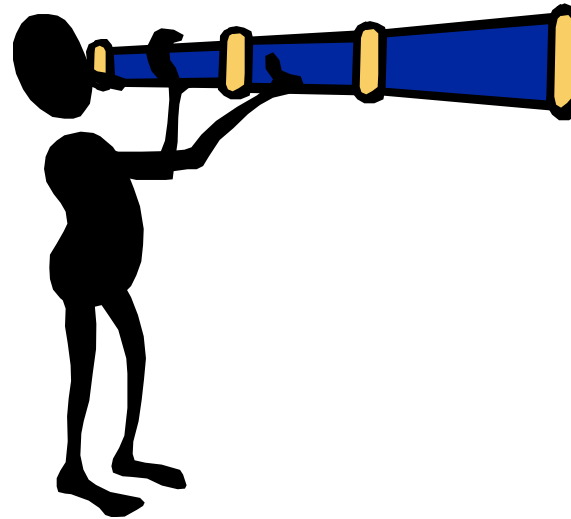


# Objectives

- To increase your knowledge of leadership skills.
- To increase your willingness to accept the risks of enhancing your leadership skills.
- To encourage you to take action now.



# Recognizing A Leader





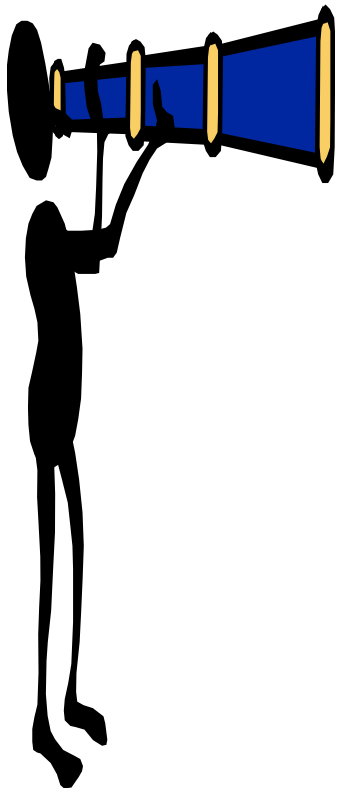
*Leadership is a choice; Not a position*

*Leadership is communicating people's worth  
and potential so clearly that they are inspired  
to see it in themselves.*

*Author Unknown*



# Recognizing A Leader



- Holds a compelling vision
- Is passionate
- Shares the vision with others
- Understands teamwork
- Has integrity
- Risk taker



*Between stimulus and response, there is a space. In that space lies our freedom and power to choose our response. In those choices lie our growth and happiness.*

*Author unknown*



# How can you become a leader?

- Willing to Lead
- Willing to Work with People
- Willing to Take Risks





# Willing to Lead

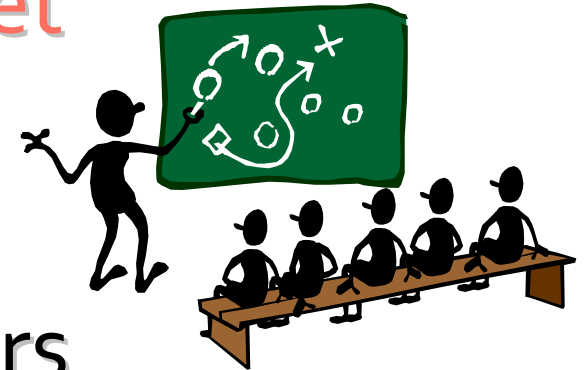
- Accepting responsibility
- Challenge the process
- Moving out of the bubble
- Being flexible





# Willing to Work with People

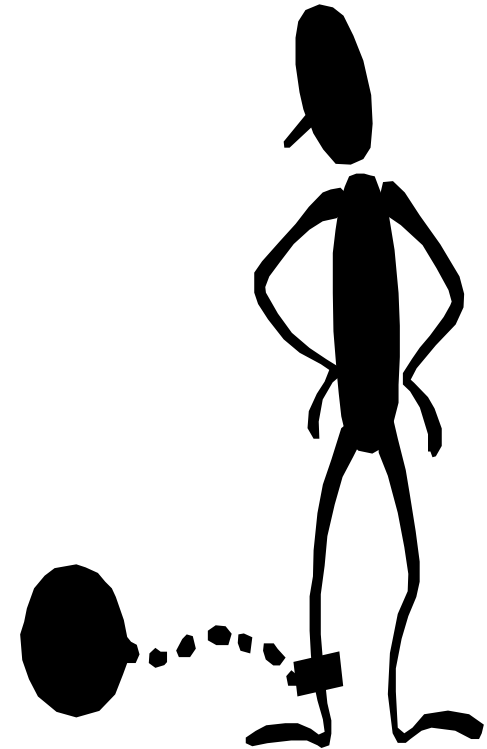
- People are your greatest asset
- Knowledge is power
- Be available to learn
- Delegate and empower others





# Willing to Take Risks

- You may not be popular
- Moving out of the bubble
- Understanding failure
- Standing up for your beliefs





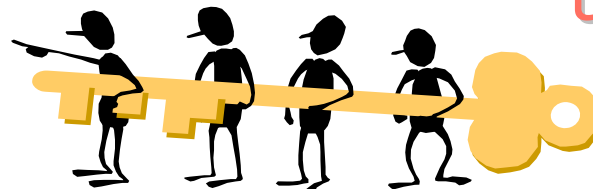
# Leaders vs. Managers

## Leaders

- Focus on doing the right things
- Climbing the right ladders
- Focus on tomorrow's forest

## Managers

- Focus on doing things right
- Climbing ladders most efficiently
- Focus on today's trees





# What's Holding YOU Back?

Don't let these habits get in your way as a women leader.

- Women nod their heads when listening
- **Women tilt their heads when they talk**
- Women introduce themselves too soon
- **Discount your abilities**



# What's Holding YOU Back?

**Don't let these habits get in your way as a women leader.**

- **Women's voices rise at the ends of sentences**
- **Women fidget**
- **Women let men finish sentences for them**
- **Women give too much detail too soon**



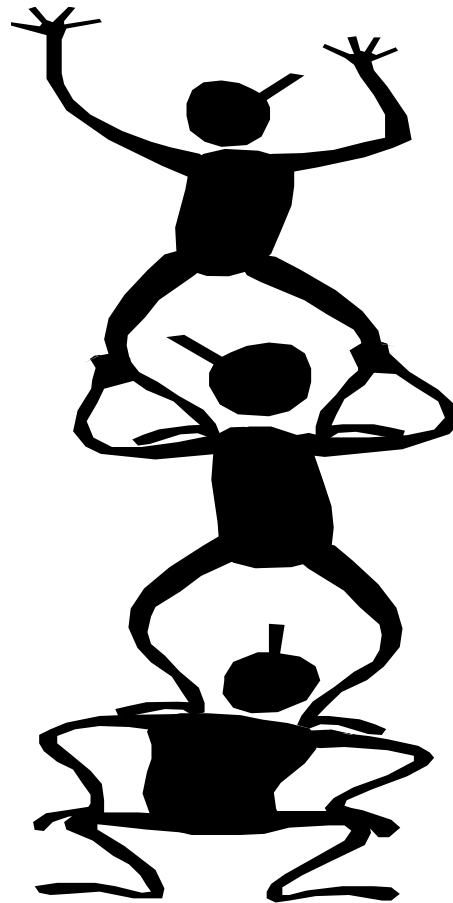
# Federally Employed Women and Leadership

*Opportunity to:*

- Develop leadership skills
- Practice leadership
- Learn new job skills
- Increase, improve, develop confidence



# Homework !





## Exercise 1

### *Functions of the U.S. Department of the Treasury*

#### **MISSION**

- **Serve the American people and strengthen national security by managing the U.S. Government's finances effectively, promoting economic growth and stability, and ensuring the safety, soundness, and security of the U.S. and international financial systems.**
- The Department of the Treasury's mission highlights its role as the steward of U.S. economic and financial systems, and as an influential participant in the global economy.



## Exercise

- Tie your job to the functions of the Department of the Treasury.





# Summary

- The challenge of leadership
- The next steps



# Q & A





## Suggested Reading:

- Seven Habits of Highly Successful People, Steven R. Covey
- Bottom Line Personal newsletter



**Contact us  
for all your training needs:**

**Marion Stevens**

**Productivity Plus Consulting, LLC**

**(618) 632-1695**

**marionstevensm@charter.net**

**www.productivityplusconsulting.com**

