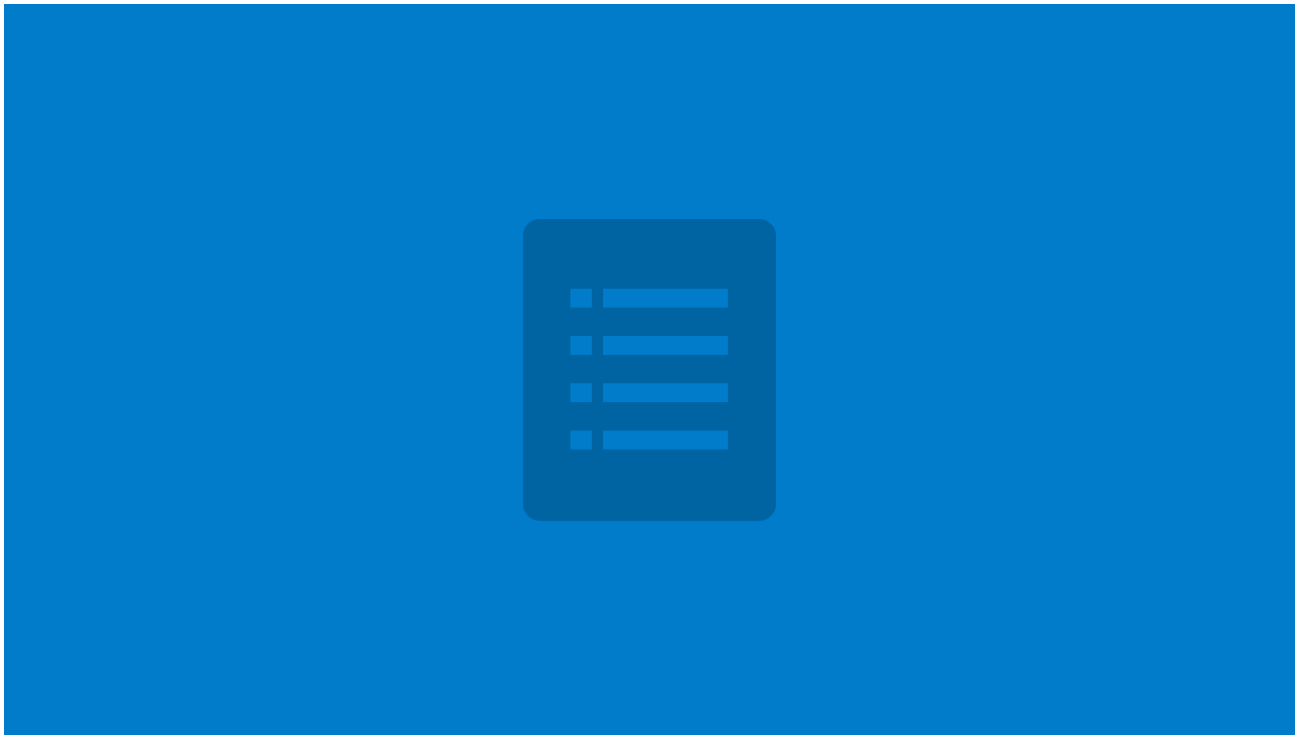
How to be an effective leader

4 Productivity Tips That Changed My Life This Year



Key principles:

How to change attitudes or Behaviour

- [ ] Principle1: Sincere. Do promise anything that you cannot Deliver. Forget about the benefits to yourself and Concentrate on the benefits to the other person.
- [ ] Principle 2: Know what it is you want the other person to do.
- [ ] Principle 3: Be empathetic. Ask what is it the other person really wants
- [ ] Principle 4: Consider the benefits that person will receive from doing What you suggest.
- [ ] Principle 5: Match those benefits to the other person 's wants.
- [ ] Principle 6: When you make your request, put it in a form that will convey the other person the idea that he will Benefit.

Key principles

How to develop an effective leadership communication style

- [ ] Principle1: Begin with praise and honest appreciation.
- [ ] Principle 2: Call attention to people g mistakes indirectly.
- [ ] Principle 3: Talk your mistakes before criticising the other person.

- [ ] Principle 4: Ask questions instead of giving direct orders.
- [ ] Principle 5: Let the other person save face.
- [ ] Principle 6: Praise the slightest improvement and praise improvement. Be 'hearty in your approbation and lavish in Your praise.
- [ ] Principle 7: Give the other person a fine reputation to live up to.
- [ ] Principle 8: Use encouragement. Make the fault seem easy to correct.
- [ ] Principle 9: Make the other person happy about doing the thing Suggest.

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