

Leadership vs. Management Insight Tool: Instructions

In the DigitalEYEzation Kick Off Tutorial, a difference was made between Leadership and Management. You haven't forgotten, have you? If you have, go back and recap the essential differences between the two because this tool is intended to help you apply those differences to your everyday business life.

The main objective behind this tool is for you to understand yourself and your role better. Therefore, there are no right and wrong answers. It should provide you with visual feedback with regard to how you think you are currently doing your job and thereby giving you a reference point on which you can reflect and consider which areas to focus on in order to develop your leadership. The tools in the program help you develop these leadership skills.

Step 1: Complete the tool

- 1.1 Read through all the tasks in both the Leadership and the Management lists.
- 1.2 Take a moment to reflect on how important the people related leadership tasks are to you, your business environment and the achievement of business success.
- 1.3 Go through each of the tasks listed in the tool one by one. Consider each element on the list in the context of your current business life. So, for example, the first item on the Leadership tasks list is shown below:

		Need for action	Excellent
		ok	
LEADERSHIP TASKS	STATUS		
1	Helping staff adapt to digital transformation		

How well do you think you are helping staff adapt to digital transformation? If you consider this an area you need to work on or one that you should do more of... put an "X" in the left column and it will turn red. If you feel this is something you are doing reasonably well, put an "ok" in the white column. If it is not relevant to your everyday business life, leave the white middle column blank. If you feel you are *particularly good* at this task, put an "X" in the right column that will turn green. Go through both the Leadership list and the Management list item by item to complete your awareness profile.

Step 2: Analyse your results

Review the result and think about what it tells you.

Some of the questions you could ask yourself are:

Is there a bias towards one list or the other?

Is this bias a true representation of your job and responsibilities?

Where are most of the orange fields? In your opinion, do these require development?

And the ultimate question: Am I leading enough?

Am I doing the right things in my leadership?

What other leadership activities/tasks could I be doing eg mentoring? (Remember...it's your opinion and your specific business environment so there are no standard solutions).

Step 3: Consequences

You have hopefully been able to identify some areas to work on. Focus on the red cells.

Make a note of these areas - Which actions are required?

eg more know-how, skills. What is available to you? Is there a course, a book you could read.

Hint: Is there someone in your organisation you could discuss your findings with eg HR-Officer or someone in your business network?

If relevant, complete the "Action required" box beside each task with your improvement proposals eg take a course, read a business book, set up a small project, set up a regular appointment, schedule a meeting to identify and implement improvements.

		Need for action		Excellent		
		ok				
	LEADERSHIP TASKS	STATUS			ACTION REQUIRED	
1	Helping staff adapt to digital transformation					

Step 4: Peer Feedback

The tool can be used as an opportunity to gain peer feedback. Go through your completed tool with someone who knows you and your business area well. Ask them to look at your findings and to give you feedback with regard to how they would assess your leadership needs in each category.

Step 5: Awareness

As you develop your leadership, complete the profile on a regular basis. The goal is to be able to create a profile with more and more green fields designating your excellent leadership!

One key factor in the success of this analysis, and indeed in your development as a leader as a whole, is that reviews and self-reflection are conducted on a regular basis.

We all have to adapt to new situations and new technology, so making Continual Professional Development a natural part of your business life is a good habit to form.