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Presenter**

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السَّلَامُ عَلَیْكُمْ

Presentation
On

Leadership Skills in TVET

Presenter

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What will Happen without Leadership ?

3 Things happen Without Leadership :

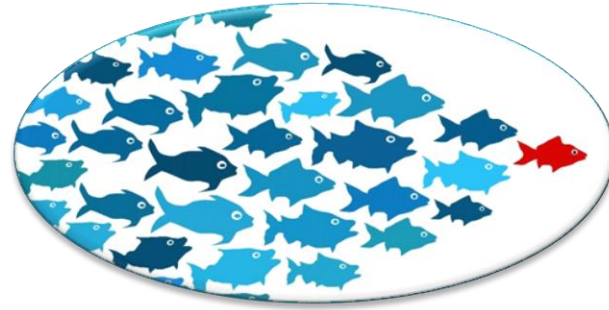
“ Only 3 Things Happen naturally in Organizations:



1. Friction
2. Confusion
3. Underperformance

Everything else requires Leadership.”

----- Peter Drucker -----



Leadership is >>> Leading, Management is >>> Managing

"Leadership is about successfully managing change"



“If a doctor mistakes, a patient will die, if Leader mistakes whole civilization will die”

--- Dr. Md. Sakawat Ali ---

Presentation Outlines

- ✓ **Who is a Leader ?**
- ✓ **Leader and Leadership**
- ✓ **Quotes on Leader and Leadership**
- ✓ **Leadership Skills and Quality**
- ✓ **Boss and Leader, Leader and Manager**
- ✓ **Are leaders born or made?**
- ✓ **Why leader fails & Who is not a leader?**
- ✓ **Expected norms and values of a leader**
- ✓ **The Spiritual Leaders**



Who is Leader?

A Leader is a person who **guides** others and **motivates** them to achieve specific **goals** to accomplish his **vision**.



One who leads is a leader.

Leader is a person who leads:

1. **A group**
2. **Organization** or
3. **Country**



Who is Leader?

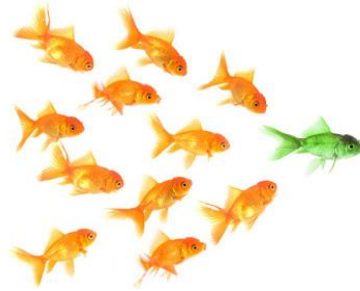
A Leader is one Who :

- ✓ Inspires a follower
- ✓ Accomplishes work
- ✓ Develop the followers
- ✓ Shows how to do the job
- ✓ Assumes obligations and
- ✓ Overcome various obstacles in attaining the goals



Who is Leader?

- ✓ Someone who is a team member at first
- ✓ Someone who can motivate others
- ✓ Someone who knows how to appreciate others
- ✓ Someone who can take responsibilities
- ✓ Someone whom others can trust
- ✓ Someone who does not run away



A person who influences a group of people towards the achievement of a goal

** Leader is always exceptional and will lead the way



L	Listening	
E	Empathizing	
A	Acting intentionally	
D	Dedicating time for others	
E	Empowering others	
R	Removing obstacles	
S	Serving others	
H	Helping with humility	
I	Interact with integrity	
P	Persevering	

Quotes on Leaders and Leaderships . . .



- ✓ Each one of you is a leader and you will be asked about your responsibilities - - - Al-Hadith
- ✓ A Leader is one who knows the way, goes the way and shows the way - - - John c. Maxwell
- ✓ “The first responsibility of a leader is to define reality. The last is to say thank you. In between, the leader is a servant.” - - - Max Deprea
- ✓ A leader is one who sees more than others see, who sees farther than others see and who sees before others do. - - - Leroy Emis
- ✓ A true leader is one who is humble to admit their mistakes.
- ✓ Leader is a key factor behind any organizational success- - - Dr. Md. Sakawat Ali

Quotes on Leaders and Leadership



- ✓ **Leaders** are people who do the right thing; managers are people who do things right.
- - **Professor Warren G. Bennis**
- ✓ **Leadership** is the ability to direct or inspire people to attain organizational goals.
- ✓ **Leadership** is mobilizing others toward a goal shared by the leader and followers
- ✓ **Leadership** is a process of influencing the members of the team
- ✓ **Leadership** is the art of getting someone else to do something you want done because he wants to do it. - - **Dwight D. Eisenhower**
- ✓ **Leadership** is the position of a leader, the activity of leading and the capacity to lead.
- - - **Merriam-Webster's Collegiate Dictionary** - - -

Quotes on Leaders and Leaderships

If your actions inspire others to

Dream more,

Learn more,

Do more and

Become more,

You are a Leader

- - - John Quincy Adams - - -



Leaders

L - - - Look and listen

E - - - Emotional bonding

A - - - Awareness

D - - - Dear to dream a new reality and do it

E - - - Empowerment

R - - - Responsibility

S - - - Synchronicity



Leaders . . .

*A Great **LEADER'S** Courage
to Fulfill his vision
Comes from Passion,
not Position.*



Leaders . . .

***A leader is one who knows the way,
goes the way, and shows the way.***

~ John C. Maxwell





**A leader is one who knows the way,
goes the way, and shows the way.**

John C. Maxwell

Leaders

Leaders



Leaders

Don't be a parrot in life

Be an Eagle.

A parrot talks too much

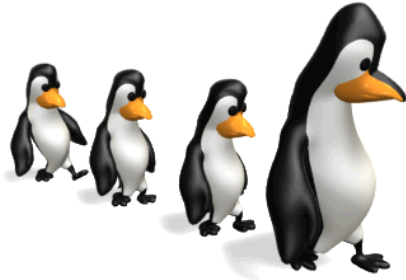
And can't fly high

But an Eagle is silent

And has the will power

To touch the sky.

Leadership



The process by which a person motivates and guides the group towards a visualized goal.

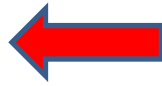
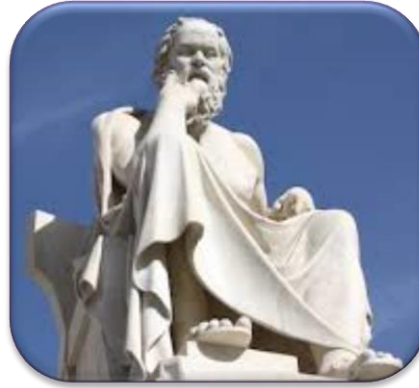
Leadership is lifting a person's performance to a higher standard, the building of a personality beyond his normal limitations.

Significance of a Leader

A group of Donkey lead by **Lion**

Defeat a group of Lion lead by a **Donkey**

- - - Socrates - - -



Vision of a Leader

An effective leader is a person who has the following qualities:

Creates an inspiring Vision of the future.



An effective leader is a person who has the following qualities:

Creates an inspiring vision of the future.

In this instances

I want to establish DTTTI as a smart, demand driven, effective & Global Standard Teachers Training Institute.



Leadership Qualities



A good leader should have:

1. **Knowledge ****
2. **Honesty ****
3. **Integrity**
4. **Courage *****
5. **Fairness**
6. **Inspiring**
7. **Intelligent**
6. **Ability for self development**
7. **Capacity for team development**
8. **Relationship with Others**
9. **Knowledge on Time management**
10. **Decision making power ****
11. **Control Emotions**
12. **Competent**

Leadership Qualities . . .

13. Visionary

14. Passionate

15. Creative

16. Flexible

17. Inspiring

18. Innovative **

19. Imaginative

20. Experimental

21. Independent

22. Charisma

23. Empathy

24. Role model **

25. People oriented

26. Be organized

27. Strong commitment

28. Communication

29. Commitment **



Why Lion is called the king of Animals ?

✓ Is lion biggest in size ?

No, the biggest animal is Elephant

✓ Is lion clever ?

No, the most clever or cunning animal is Fox

✓ Is lion very fast in running?

No, Cheetah is very fast in running

✓ Is lion tallest?

No, the tallest animal is Giraffe

Then, why the Lion is considered as king of the jungle ?

Because of his **Courage**

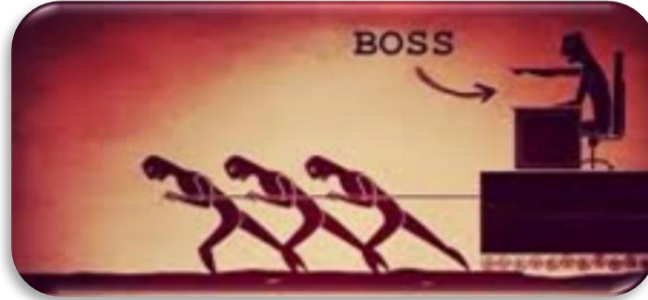


Courage, Risk-taker,

Boss and Leader

Boss:

- ✓ Pushes people
- ✓ Uses people
- ✓ Takes credit
- ✓ Says “I”
- ✓ Says “Go”



Leader:

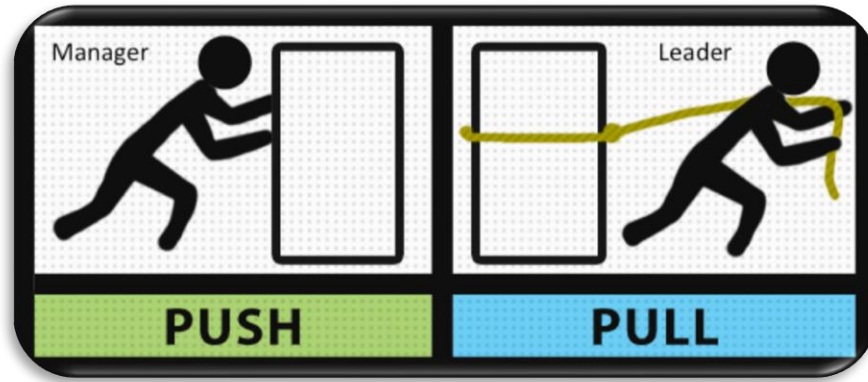
- ✓ Inspire people
- ✓ Develop people
- ✓ Gives credit
- ✓ Says “We”
- ✓ Says “Let’s Go”



Boss and Leader . .



Managers and Leaders



Managers

- Persons whose influence on others is limited to the appointed managerial authority of their positions

Leaders

- Persons with managerial and personal power who can influence others to perform actions beyond those that could be dictated by those persons' formal (position) authority alone

Leaders vs. Managers . .



- ✓ **Successful leaders are also good managers**
- ✓ **Successful managers are also good leaders**
- ✓ **The leadership and management paradigms overlap**

**Manager
Clock**



**Leader
Compass**



Leaders vs. Managers . . .

The Manager	The Leader
The manager administers	The leader innovates
The manager is a copy	The leader is an original
The manager maintains	The leader develops
The manager focuses on systems and structures	The leader focuses on people
The manager relies on control	The leader inspires trust
The manager has a short-term view	The leader has a long-term perspective



“Not all leaders are managers, nor are all managers leaders”

Leaders vs. Managers . . .

The Manager	The Leader
The manager asks how and when	The leader asks why and what
The manager has an eye on the bottom line	The leader has an eye on the horizon
The manager imitates	The leader originates
The manager accepts the status quo	The leader challenges it
The manager is the classic good soldier	The leader is his/her own person
The manager does things right	The leader does the right thing



Leaders vs. Managers . . .

The Manager	The Leader
Focus on thing	Focus on people
Plan	Inspire
Organize	Influence
Direct	Motive
Control	Build
Follows the rules	Shape entities
Takes credit	Gives credit
Blames blame	Takes blame
Reactive	Proactive
A manager criticizes	A leader gives advice



Leading and Managing



Skills in Leadership

- ✓ **Communication Skill**
- ✓ **Career skill**
- ✓ **Stress management**
- ✓ **Problem Solving**
- ✓ **Decision Making**
- ✓ **Time Management**
- ✓ **Negotiation Skills**
- ✓ **Inspire and Motivate**
- ✓ **Analytical Skills**
- ✓ **Honesty**
- ✓ **Decision Making**
- ✓ **Time Management**
- ✓ **Vision and Goal Setting**
- ✓ **Innovative**



Team Management Skills

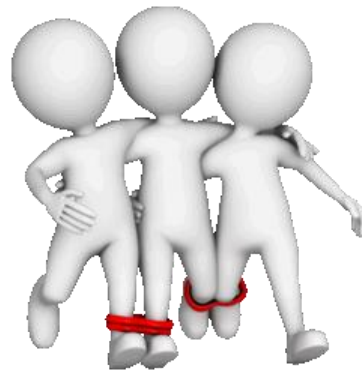
The Skills You Need to be a Great Leader

- ✓ Different management skills.
- ✓ **Build and manage a highly effective team**
- ✓ Develop and motivate team members
- ✓ **Delegate effectively and**
- ✓ **Manage teams**

"Alone we can do a little together we can do so much"

----- Helen Keller -----

TEAM -- Together **E**veryone **A**chieves **M**ore



Team Building Skills

What is a Team ?

- ✓ A **team** is a special type of group in which people work interdependently to accomplish a goal.
- ✓ A **team** can be defined as “a number of people taking joint, cooperative action to achieve goals successfully.”

TEAM - - Together Everyone Achieves More



To hold a pen, all fingers are to use.

TEAM BUILDING



Leadership Style

Autocratic



Laissez-faire



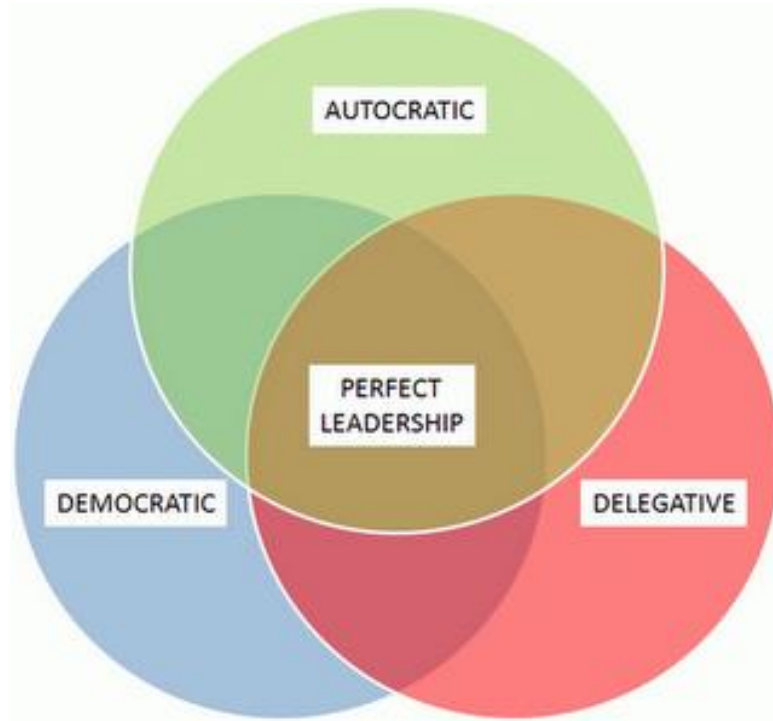
Democratic



Characteristics of Each Leadership Style

Autocratic	Democratic	Laissez-faire
Leader retains power	This is participative style	Very little guidance from leaders
Leader is decision making authority	Keeps public informed	Complete freedom for followers to make decisions
Leader does not consult with others	Distributes responsibility	Leaders provide the tools and resources needed
Motivation is provided through rewards and punishment	Empower & Encourage people	Group members are expected to solve problems on their own
Autocratic leaders distrust	people	Power is handed over to followers

Leadership Style . . .



Leadership Style



Style	Approach	Groups Involvement
Autocratic	Tell	After the decision is made to hear the leaders decision. Decision is made without consultation
Benevolent Autocratic	Sell	After the decision is made to be persuaded to accept leaders decision
Democratic	Consult	Before the decision is made the group is consulted for opinions
Participative	Join	During the decision making process to arrive at a group decision

Qualities of Good Leader

- Proactive
- Ability to Inspire
- Clear Vision
- Good Communication Skills
- Confident
- Self Driven
- Decision Maker
- Responsible
- Learner
- Patient Listener
- Commitment
- Never Give Up Attitude
- Trustworthy

Leadership Skills



1. Communication skills

2. Analytical skills

3. Decision making skills **

4. Creativity skills

5. Negotiation skills

6. Planning skills

7. Management skills

8. Innovation skills

9. Thinking skills

10. Problem solving skills

11. Interpersonal skills

12. Risk management skills

13. Team building skills

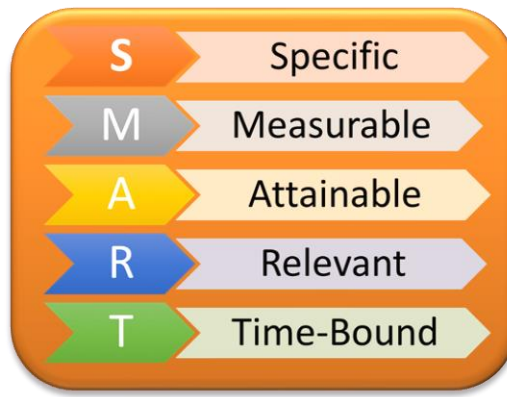
14. Survival skills

15. Socio-emotional skills

16. Digital skills



Who is a SMART Leader ?



A **SMART** Leaders activities must consider the following:

Specific: Clearly defined or identified and focused on one objective

Measurable: Quantifiable, uses data or numbers

Achievable: Attainable, and possible

Realistic: Linked to the values and needs of the manager and team

Time-Bound: On a set deadline or time frame



Digital Leader



A Leader with Updated Technology

5 Traits of a Successful Digital Leader

- 1. Have a Digital Vision**
- 2. Curiosity**
- 3. Influence, Educate & Collaborate**
- 4. Experimental**
- 5. Networking Proficiency**

Digital Leaders



Leadership Skills in TVET



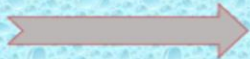
“Vision for change”



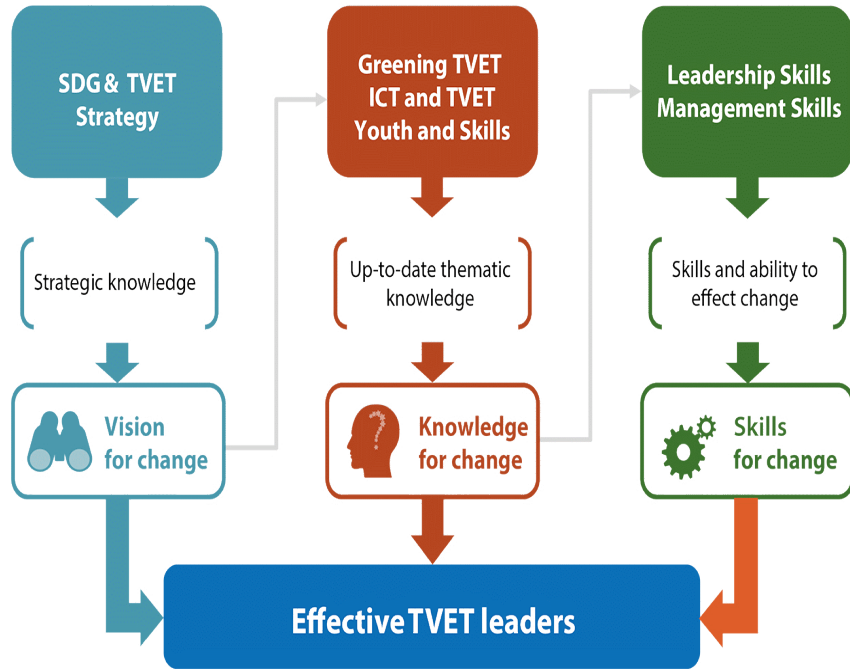
Knowledge for change”



“Skills for change”



Effective TVET Leaders



How Do You Know You've Become a true Leader?



The crow and the pitcher

How do You Know You've Become a True Leader ?

1. You Don't Try to be Right; You Try to be Clear
2. You Try not to have the Last Word
3. You no Longer Try to Show That it was Your Idea. You Empower other People to own the Idea

Leadership in Religion



(They are) those who, if We establish them in the land, establish regular prayer and give regular charity, enjoin the right and forbid wrong: with Allah rests the end (and decision) of (all) affairs. **(22:41)**

Say: "Truly, my prayer and my service of sacrifice, my life and my death, are (all) for Allah, the Lord of the Worlds: **(6:162)**

Allah commands justice, the doing of good, and liberality to kith and kin, and He forbids all shameful deeds, and injustice and rebellion: He instructs you, that ye may receive admonition. **(16:90)**

Leadership in Religion



Prophet (SAW) said the following regarding leadership:

“Whenever three of you travelling, You should elect as your leader. “
(Abu Dawood)

“Whosoever obeyed the leader, he obeyed me and whosoever disobeyed the leader, he disobeyed me.” (Muslim)

Characteristics of a Bad Leader

- ✓ **Poor Communication**
- ✓ **Lack of integrity**
- ✓ **Lack of Trust**
- ✓ **Does not support the team**
- ✓ **Lack of passion and commitment**
- ✓ **Lack of praise and feedback**
- ✓ **Fixed mindset**
- ✓ **Too bossy**



Why Leaders Fail ?

- ✓ Inability to organize details
- ✓ Leaders become selfish.
- ✓ Leaders become greedy.
- ✓ Leaders refuse to adapt.
- ✓ Leaders don't communicate well.
- ✓ Poor decision-making.
- ✓ Over- or under-confidence.
- ✓ Unwillingness to provide support
- ✓ Failure to listen.
- ✓ Disloyalty to colleagues
- ✓ The "I" syndrome



Who is not a leader ?

✓ One who comes to assembly unprepared, has done no home work and says tell me what to do

✓ One who has no alternative plans or strategy to discuss

✓ One who is not willing to take any risks, is timid and intimidated

✓ Some “Leaders” just follow the followers or a group of followers

✓ One who wants to please everyone



If you want to make everyone happy, don't be a leader. Sell ice-cream - - - Steve Jobs

Are Leaders Born or Made?



Leaders are made not born:

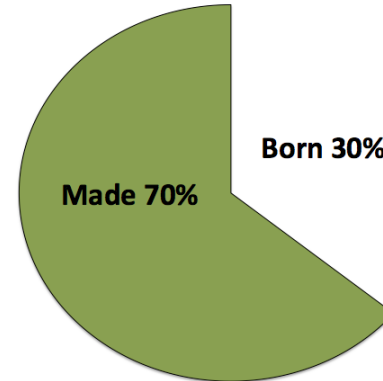
- ✓ Behavioral Theories believe that people can become leaders through the process of teaching, learning and observation.
- ✓ Leadership is a set of skills that can be learned by training, perception, practice and experience over time. Leadership learning is lifetime



Are Leaders Born or Made?



- ✓ Most researchers say the answer is both
- ✓ Some are born with natural ability and develop it
- ✓ Some are developed through effort and hard work
- ✓ All people have potential leadership skills
- ✓ Good leaders are made not born
- ✓ Organizations spend millions of dollars every year to develop leadership skills of their employees



Leadership Challenge



The challenge of **leadership** is to
Be strong, but not rude;
Be kind, but not weak;
Be bold, but not bully;
Be thoughtful, but not lazy;
Be humble, but not timid;
Be proud, but not arrogant;
Have humor, but without folly.

~ Jim Rohn ~

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Expected norms & values of a Leader

- ✓ **Honest**
- ✓ **Punctual**
- ✓ **Patient**
- ✓ **Skilled**
- ✓ **Dedicated**
- ✓ **Committed**
- ✓ **Smart**
- ✓ **Sympathetic**
- ✓ **Well mannered**
- ✓ **Intelligent**
- ✓ **Knowledgeable**
- ✓ **Amiable**
- ✓ **Flexible**
- ✓ **Patriotic**
- ✓ **Patient and hearing others**
- ✓ **Modern**
- ✓ **Generous**
- ✓ **Faithful**
- ✓ **Humorous**
- ✓ **Possesses initiatives**
- ✓ **Farsighted**
- ✓ **Cordially**
- ✓ **Bold in facing Problems**
- ✓ **Law abiding**



Expected norms & values of a Leader. . . .

- ✓ Sophisticated
- ✓ **Sharp**
- ✓ Straight forward
- ✓ **Transparent**
- ✓ Sensitive
- ✓ **Judicious**
- ✓ Dynamic
- ✓ **Innovative**
- ✓ Economic
- ✓ **Smiling**
- ✓ Dutiful
- ✓ Trustworthy
- ✓ **Pious**
- ✓ Disciplined
- ✓ **Witty**
- ✓ Diplomatic
- ✓ **Tactful**
- ✓ Courageous
- ✓ **Polite**
- ✓ Hardworking
- ✓ **Sacrificing**
- ✓ Gentle
- ✓ **Prompt on decision making capability**



Ethical and unethical leadership



Ethical Leader	Unethical Leader
Is humble	Is arrogant and self-serving
Is concerned for the greater good	Excessively promotes self-interest
Is honest and straightforward	Practices deception
Fulfils commitments	Breaches agreements
Strives for fairness	Deals unfairly
Takes responsibility	Shifts blame to others
Shows respect for each individual	Diminishes others' dignity
Encourages and develops others	Neglects follower development
Uses power to serves others	Uses power only for personal gain
Shows courage to stand up for what is right	Lacks courage to confront unjust acts
Open, two-way communication	One way communication
Learns from criticism	Opposing views

Spiritual Quality of Leader



- ✓ The spiritual leader's task is to move people from where they are to where Allah wants them to be.
- ✓ Spiritual leaders depend on the Holy Spirit. Spiritual leaders work within a paradox, for Almighty calls them to do something that, in fact, only Allah can do.
- ✓ Spiritual leaders are accountable to Almighty Lord (Allah)
- ✓ Spiritual leaders can influence all people, not just people of Allah (SWT)
- ✓ Spiritual leaders work from agenda Allah (SWT). The greatest obstacle to effective spiritual leadership is people pursuing their own agendas rather than seeking will of Allah (SWT).

Qualities of effective leaders



The 5P's of leadership



- ✓ **Pay attention** to what is important
- ✓ **Praise** what you want to continue
- ✓ **Punish** what you want to stop
- ✓ **Pay for the results** you want
- ✓ **Promote** those people who deliver those results

Effective Leadership

- ✓ No one style will always be most effective
- ✓ Need to choose the best style for those circumstances

- Leader's Qualities
- Leadership Style
- Follower's Qualities
- Situational Factors



Leadership Styles Display :

Display Your Leadership by

- ✓ **Learning from your mistakes**
- ✓ **Doing your homework and being prepared**
- ✓ **Treating everyone with respect and courtesy**
- ✓ **Sharing the credit, taking the blame**
- ✓ **Staying focused on a clear vision and setting energizing goals**
- ✓ **Surrounding yourself with capable people**



Leadership Styles Display

- ✓ **Staying optimistic, even in challenging circumstances**
- ✓ **Involving and including others**
- ✓ **Thinking systematically**
- ✓ **Seeking ways to improve things, do things better, easier, faster or more economically**
- ✓ **Clarifying goals**
- ✓ **Helping people to reach their potential**



The four T's of leadership

The four “T’s” are considered the cornerstone to a leadership’s personality and long-term success. Those skills are all within reach and should be brought to the top of a leadership personality.

1. **Truth:** Lack of truth expressed in any organization can take many forms.
2. **Trust:** Without trust, a leader will not succeed instigating a productive team culture,
3. **Transparency:** the quality or state of being transparent.
4. **Teamwork:** Teamwork is critical to success in any effort

Creating Road map by a leader

Followers will never know how hard the leader tries to create path



Challenges in Leadership

- ✓ **Managing the Change**
- ✓ **Innovation**
- ✓ **Globalization**
- ✓ **Technological Changes**
- ✓ **Commitment**

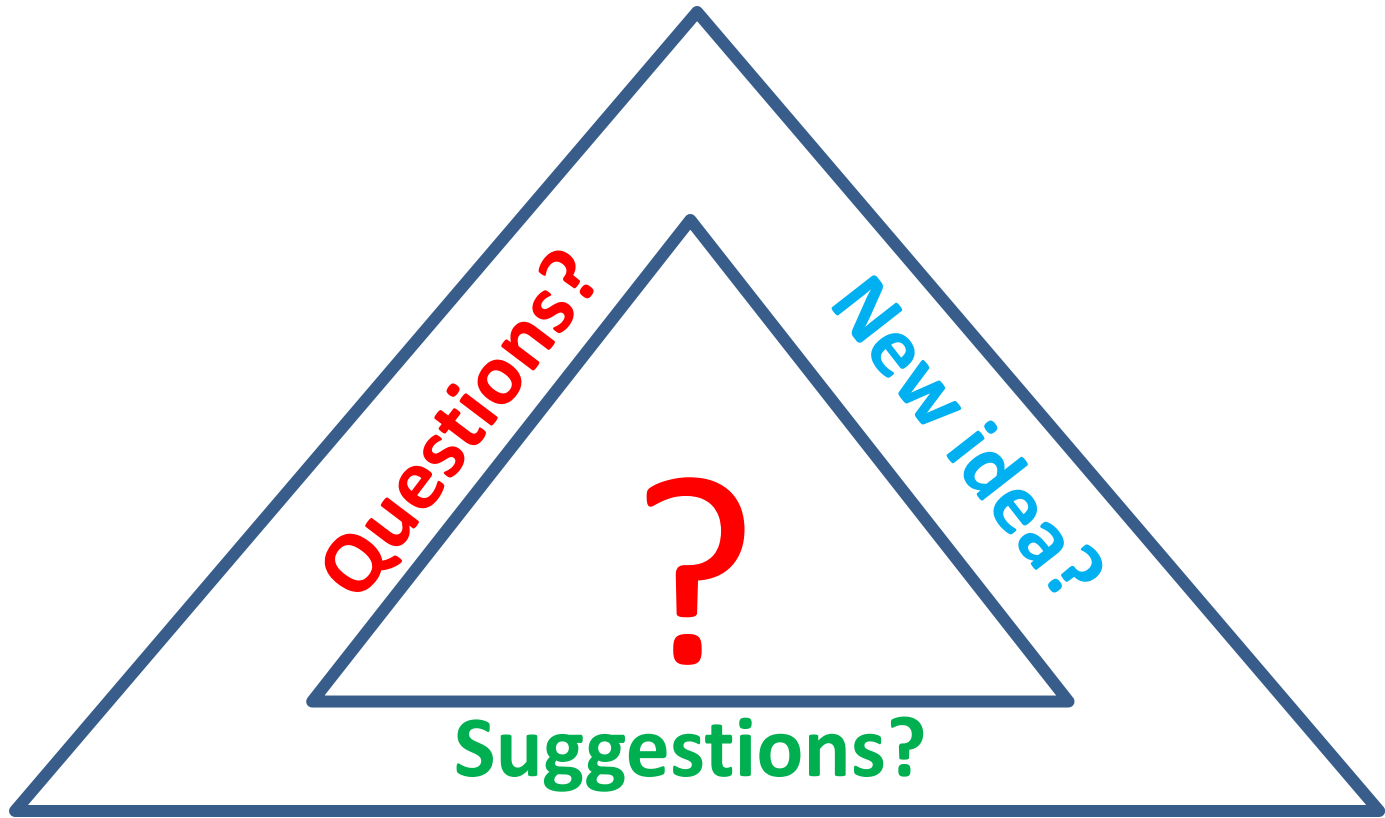


Final Quote

To be a good leader you first have to be a good teacher regardless of profession. To be a good teacher you first have to be a good student regardless of your age, your work or your position in society.



- ✓ True leaders don't create followers they create more leaders
- ✓ Be a Leader, not a Boss



The man who asks a question is a fool for a minute, the man who does not ask is a fool for life - - - - Confucius



A handwritten signature in black ink, appearing to read 'Sakawat Ali', written in a cursive style.

25/7/2020

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