

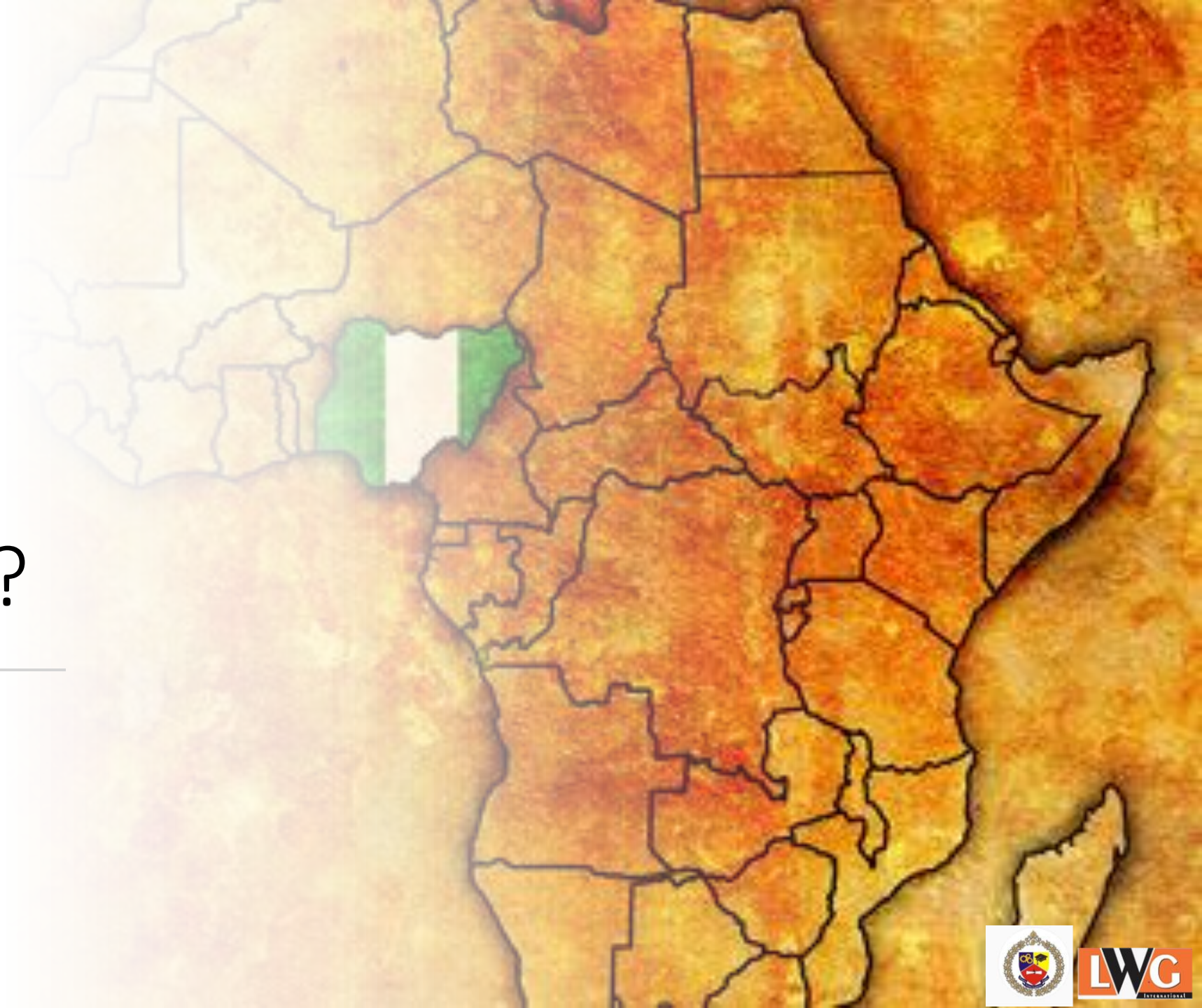


**Leadership and
Management Skills,
Ethics and
Professionalism
- in readiness for tomorrow**

Emmanuel Egbedeyi
Managing Director /CEO

LWG International Nigeria Limited





What Do You See In Nigeria?



What do you see in our country?

- Chaos



- Opportunity



Ground rules



We would have a 10 minutes break somewhere along the journey



Write down your questions and ask at the end



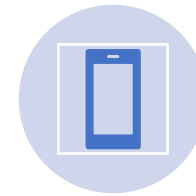
Moderator should please collate questions



No question is foolish



Be open to learn



Keep phones silent in order not disturb or distract your neighbour



Navigator For The Next 2 Hours



Leadership Styles and Approaches



Conflict Resolution



Project Management Basics



Workplace Ethics



Professional Conduct and Etiquette



Understanding Employer Expectations



Developing a Strategic Approach to Job Applications



Valuable quote:

"Leadership is not about titles, positions, or flowcharts. It is about one life **influencing** another." - John C. Maxwell



Leadership

- A multifaceted concept that transcends mere titles and positions. Whether you're an executive, manager, sports coach, or schoolteacher, leadership is about **guiding and impacting outcomes**, enabling groups of people to work together synergistically toward shared goals.



Key insights about leadership

1. **Four Key Behaviors:** According to McKinsey's analysis, **four types of behavior** account for **89 percent** of leadership effectiveness:
 - **Being Supportive:** Leaders who foster a supportive environment build **trust** and **collaboration**.
 - **Strong Results Orientation:** Effective leaders focus on achieving outcomes.
 - **Different Perspectives:** Encouraging diverse viewpoints leads to better decision-making.
 - **Solving Problems Effectively:** Leaders who tackle challenges head-on drive progress.



Key insights about leadership

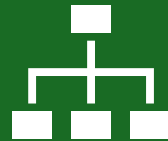
- 2. Context Matters:** Leadership strategies must adapt to an organization's **context** and **evolution**. A holistic set of factors enable organizations to thrive over time.
- 3. Evolution of Leadership:** In the past, leadership was often synonymous with management, **emphasizing technical expertise** and **direction**. Today's business environment demands a more **human-centered, agile** approach to leadership.



Leadership and Management skills



Leadership is the ability to **inspire, motivate and influence others** to work towards a **common vision or purpose**.



Management is the ability to **plan, organize and coordinate the resources and activities** of a **team or a project**.



Leadership styles and approaches

- **Autocratic:** leader makes all the decisions and expects obedience from the followers.
- **Democratic:** leader involves the followers in the decision-making process and encourages participation and feedback.
- **Laissez-faire:** leader gives minimal guidance and supervision and allows the followers to work independently.
- **Transformational:** leader inspires and empowers the followers to pursue a shared vision and to perform beyond expectations.
- **Transactional:** leader rewards and punishes the followers based on their performance and compliance with the rules.



Conflict resolution

- **Conflict resolution** is the process of finding a **peaceful and mutually acceptable** solution to a disagreement or dispute



Strategies for effective conflict resolution



ACTIVE LISTENING



**ASSERTIVE
COMMUNICATION**



**COLLABORATIVE
PROBLEM-SOLVING**



**MEDIATION OR
ARBITRATION**



NEGOTIATION

Project management

- **What Is a Project?**
 - According to the **Project Management Institute (PMI)**, a project is defined as “**a temporary endeavor undertaken to create a unique product, service, or result.**”
 - In simpler terms, a project involves a **sequence of activities** with a **specific goal.**

- **Key components of a project:**
 - **Timeline or Lifecycle:** The temporary period during which the project is executed.
 - **Resources:** Allocation of money, personnel, equipment, and other assets.
 - **Tasks:** The activities involved in project execution.
 - **Goals:** The unique outcomes intended to be achieved through the project.



Project Management

Project management refers to the **processes** and **practices** used to **efficiently guide** a project toward its goal.

Key Components:

- **Planning:** Creating a roadmap for the project, defining tasks, timelines, and resource allocation.
- **Scheduling:** Sequencing tasks and setting deadlines.
- **Budgeting:** Managing financial resources.
- **Quality Assurance:** Ensuring that the project meets quality standards

Roles and Responsibilities:

- **Project Managers:** They lead the project, coordinate team members, manage risks, and ensure project success.
- **Team Members:** Responsible for executing tasks and contributing to the project's objectives.
- **Stakeholders:** Individuals or groups with an interest in the project's outcome (e.g., clients, sponsors, end-users).



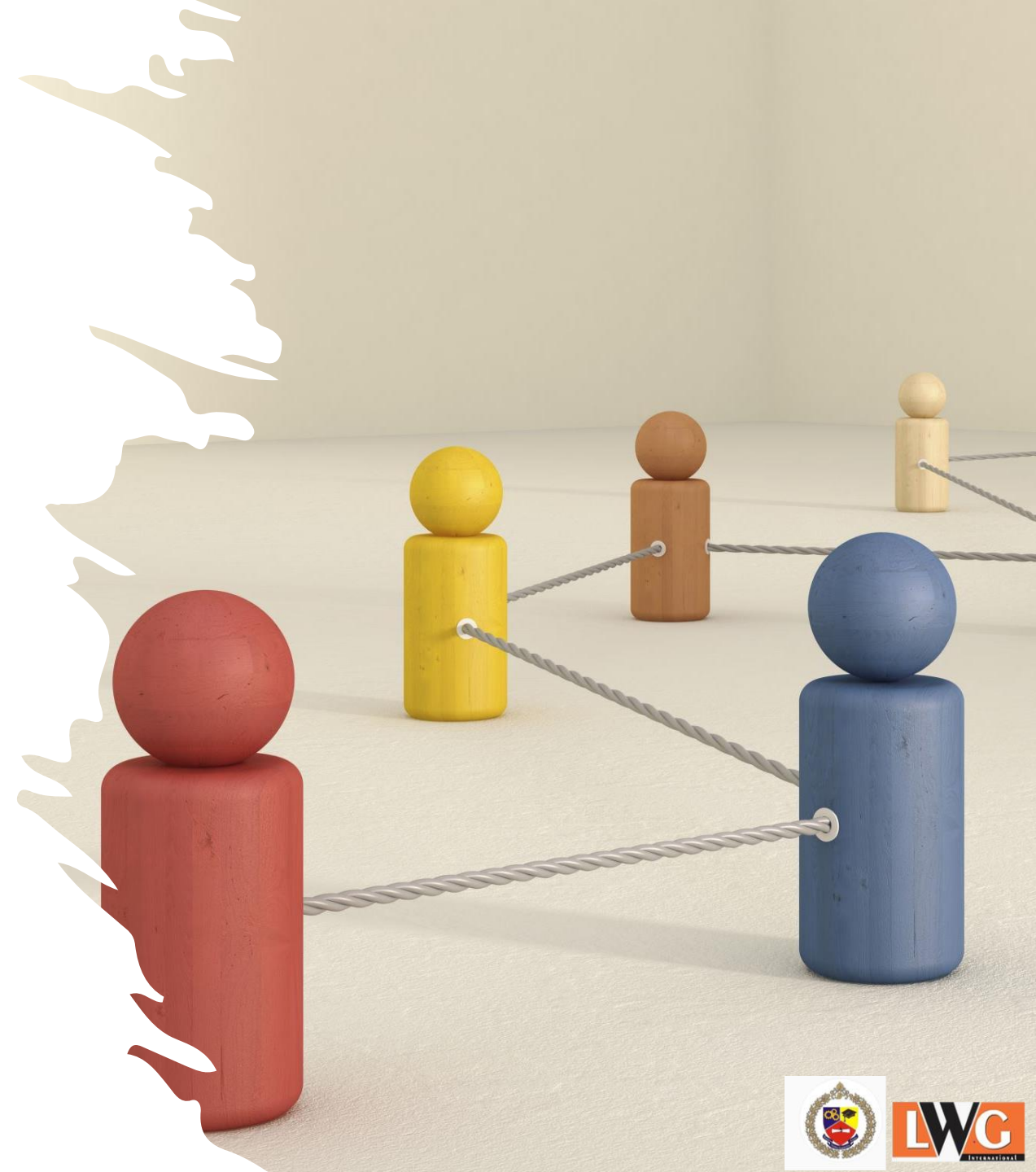
Project Management

1. Triple Constraint Theory:

- Projects operate within three constraints:
 - **Scope:** What needs to be delivered (features, functionalities).
 - **Time:** The project's timeline or deadline.
 - **Cost:** The budget allocated for the project.

2. Project Portfolio Management (PPM):

- Organizations manage multiple projects as part of their portfolio.
- PPM involves prioritizing, allocating resources, and balancing projects to achieve strategic goals.





10 Minutes
Personal
Break



Ethics and professionalism



Ethics refers to the **moral principles** that guide the behavior and decisions of individuals and groups.



Professionalism refers to the **standards of competence, conduct and accountability** that are expected from members of a profession or occupation.



Workplace ethics

Workplace ethics

**honesty, integrity, respect, fairness,
accountability, and professionalism**

Impact on organisations

Internal

productivity, quality,
safety, diversity,
communication, and
teamwork

External

reputation, brand, and
social responsibility.



Professional conduct and etiquette

Dressing appropriately for your role and the occasion

Being punctual, prepared, and organized

Showing respect and courtesy to everyone, regardless of their position or background

Listening actively and attentively, and giving constructive feedback

Using clear, polite, and respectful language, both verbally and in writing

Avoiding gossip, rumors, and personal attacks

Following the rules and policies of your organization

Taking responsibility for your actions and mistakes

Seeking help when needed, and offering help when possible

Maintaining confidentiality and privacy of sensitive information



Understanding employer's expectations

- **Quality:** deliver **high-quality work that meets or exceeds their standards and requirements.**
- **Communication:** **communicate effectively** with everyone - your colleagues, clients and other stakeholders.
- **Accountability:** **take responsibility for your actions and results and learn from your mistakes.**
- **Initiative:** **show initiative and proactivity in your work.**
- **Teamwork:** **work well with others and contribute to the team's goals.**



Developing a strategic approach to job application



Research the **company** and the **position**. This will help you **align** your application with the **company's needs** and show that you are a **good fit** for the role.



Tailor your **resume** and **cover letter**. Use **keywords** and **phrases** from the **job description** and emphasize how **your skills** and **achievements** match the position. Highlight your **accomplishments** and **quantify** them. Use a **clear, concise, and professional language** and format.



Prepare for the interview process. **Anticipate the questions** and **practice your answers**. Structure your responses and **provide specific examples** of how you handled similar situations in the past. **Dress appropriately** for the interview and **arrive on time** and ensure you are polite and confident.



From the foregoing presentation, identify 3 things to:
continue, start, stop doing towards becoming a leader

CONTINUE

- 1.
- 2.
- 3.

START

- 1.
- 2.
- 3.

STOP

- 1.
- 2.
- 3.



Takeaway gifts for you

- Tenacity
- Willingness to learn
- Courage
- Humility to admit failure and conquer it
- Capacity to learn and unlearn
- Focus
- Purposeful and intentional living
- Peace of mind
- Be a good listener





Call to action!

- Congratulations on your graduation! You have worked hard to reach this milestone, and you should be proud of your achievements.
- As you embark on the next chapter of your life, remember that you have the power to shape your future. You are not only a student, but also a leader.
- A leader is one who sees more than others see, who sees farther than others see, and who sees before others see.
- A leader is one who inspires others to dream more, learn more, do more and become more.
- A leader is one who leads with passion, purpose, and authenticity. You have the potential to be such a leader, and the world is waiting for your brilliance.
- So embrace the unknown and find your path. Dare to be different and make a mark. Celebrate your achievements, for they are significant. And never stop learning, growing, and leading.
- You have what it takes to succeed in whatever you choose to do.
- I wish you all the best in your future endeavors.



Nigeria Needs
You



Questions and Answers Session

