

SOFT SKILLS 1 (UHS 1021)

LEADERSHIP SKILLS

by

Mansor Bin Sulaiman & Noradilah Md. Nordin

CMLHS

mansor@ump.edu.my

AIM

- This chapter outlines the principles of leadership skills and provides exercises on applying the skills in given situations

OUTCOME

At the end of the chapter, students will be able to:

- identify the main principles of leadership skills at workplace
- practice the skills in given situations
- deliver leadership skills of completed projects or tasks

REFERENCES

- Ibnu Taimiyah (1993). *Al-Siyasah al-Syariyyah fi Islah al-Ra^ci wa al-Ra^ciyyah*. Cet. Ke-2. Damsyik: Maktabah Dar al-Bayan.
- Mokhtar Abdullah, Nooreha Husain, Nik Mustapha Nik Hassan, Mazilan Musa (2003). *Value-Based Total Performance Excellence Model*, Selangor: al Hikmah Sdn. Bhd.
- Kim, W. C. & Maubourgne, R. (1992). Parables of Leadership. *Harvard Business Review*, 123. Retrieved November 11, 2011 from <http://hbr.org/1992/07/parables-of-leadership/ar/1>
- Massarik, F., Tannebaum, R. & Weschler, I. R. (1961). *Leadership & organization : A Behavioural Science Approach*. New York: McGraw Hill.
- Afsaneh Nahavandi (1997), *The Art And Science Of Leadership*, USA: Prentice Hall.

What is Leadership

- Leadership is the ability to inspire people to make a total commitment to accomplishing organizational goals.

(Mokhtar Abdullah et al, 2003)



The importance of leadership

Leadership is one of the most important aspects in management. It is needed especially in the context of carrying out workflows or group activities. Reality proves that it is difficult to conduct workflows or group activities without leadership. This is due to the differences in thoughts and different backgrounds in a group which can lead to conflicts. Therefore, leadership is important to lead, arrange, manage and guide the members of a group in order to complete a workflow or an activity.

Leader vs. Manager

(Afsaneh Nahavandi, 1997)

Leaders	Managers
Focus on the future	Focus on the present
Create change	Maintain status quo and stability
Create a culture based on shared values	Implement policies and procedures
Establish an emotional link with followers	Remain aloof to maintain objectivity
Use personal power	Use position power

THE ESSENCE OF LEADERSHIP

- ***Al-Quwwah* (Strength)**

Al-Quwwah means strength, ability and skills in conducting responsibilities that are being entrusted. In the leadership context, it refers to *al-Quwwah* according to the scope and field of entrusted responsibilities.

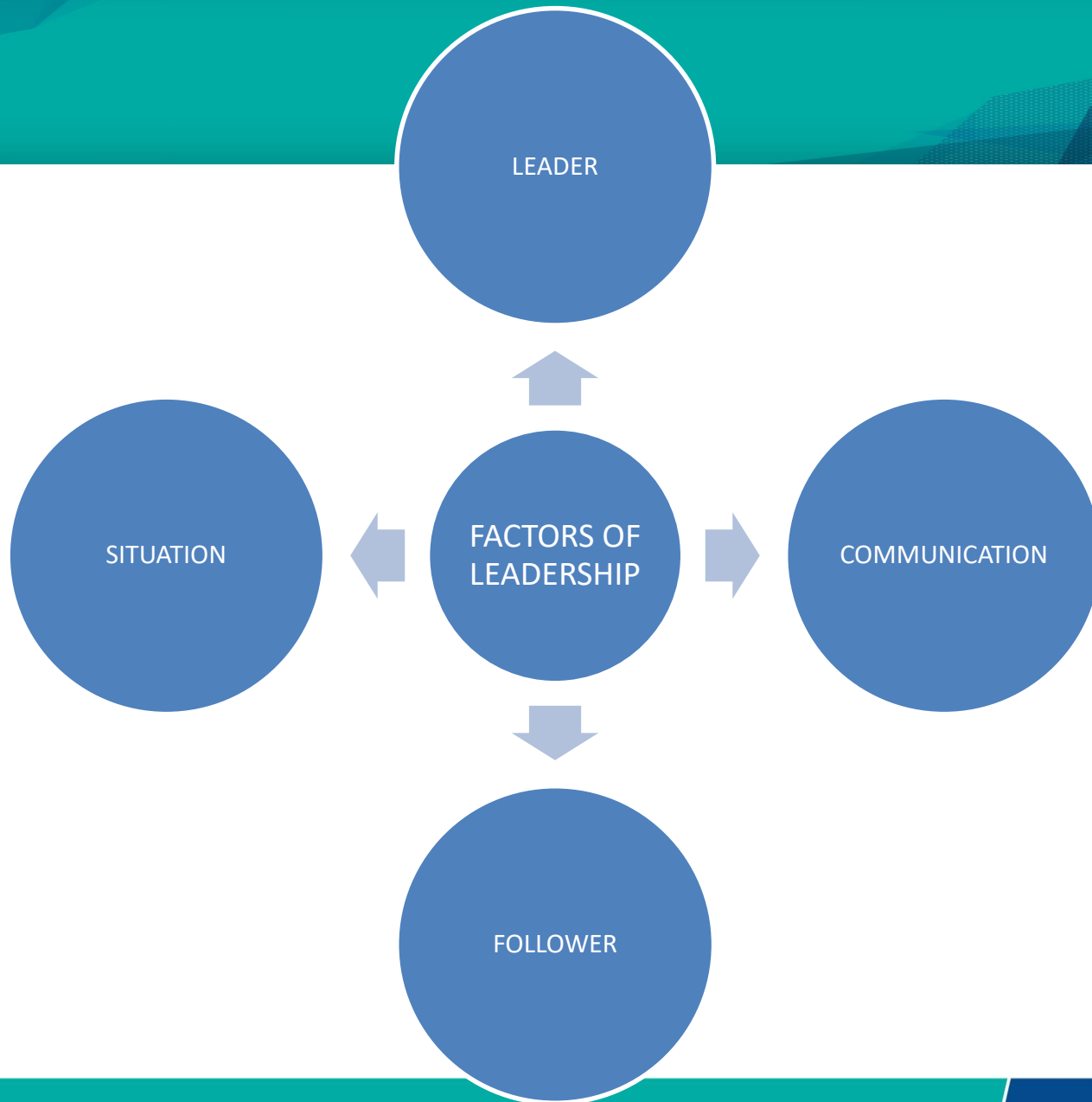
- ***Al-Amanah* (Trust)**

Al-Amanah or trust refers to sense of responsibility that comes from within ourselves to perform task or leadership. It can be associated with a sense that he is always under God's watchful eye though not seen by other people.

(Ibnu Taimiyah, 1993)

FACTORS OF LEADERSHIP

- Leadership is not only about a leader. It is an interaction process between leaders and followers as well as other related matters. Among the matters related to this interaction process is a form of communication and situations that are taking place. These four elements are the key factor in the process of leadership.



LEADER

- A leader must know himself that is his ability, potential and knowledge. This is because a leader has a great influence over followers. If a leader is weak, the followers will have no confidence and trust with the leader. Consequently, it will have negative impact on the leadership itself. A good leader will have positive impacts on the leadership itself.

FOLLOWER

- Not every follower has the same attitude. Therefore, a leader must use the leadership style appropriate with the follower. For example, a follower who has low self-motivation need to be guided more than a highly self-motivated person. A new comer in the group needs more supervision than a person who has been with the group for a long time. Therefore, one of the basics that need to be done by a leader is to recognize the follower.

COMMUNICATION

- Good leaders lead through two-way communication. Most communication is in the form of non-verbal. For example, the action of a leader himself is a form of non-verbal communication, and this will have its impact on the follower. Therefore, any form of communication will either positively or negatively influence followers.

SITUATION

- Situation refers to appropriate action that follows certain situation. It means that a solution to a problem in one situation might not necessarily be suitable to other situations. For example, a leader needs to deal with a follower who makes mistakes. It is an action that needs to be done. If it is addressed at a later time or in hurry, it will not give a desired result.

Conclusion

Leadership is the ability to inspire confidence and support among people, and it is vital in achieving organizational goals (Kim & Maubourgne, 1992). It is also referred to as application of social influences in certain circumstances, which can be translated into communication process to reach specific goals (Massarik, Tannebaum & Weschler, 1961). Therefore, specific skills are required among leaders in order to ensure that goals are met and people around them are aware on the goals.

ABOUT THE AUTHORS

Mansor Sulaiman, PhD, is a Senior Lecturer at Centre for Modern Languages & Human Sciences, Universiti Malaysia Pahang. He obtained his Bachelor of Arts in Shariah Islamiah (Islamic Law) from Al-Azhar University, Egypt, Master of Islamic Studies in Shariah (Islamic Law) from Universiti Kebangsaan Malaysia and PhD in Islamic Civilization from University of Malaya. E-mail: mansor@ump.edu.my

Noradilah Md. Nordin, is a Lecturer at Centre for Modern Languages & Human Sciences, Universiti Malaysia Pahang. She earned her Bachelor of Science and Master of Science in Human Development from Universiti Putra Malaysia. E-mail: noradilah@ump.edu.my