

[Developing, Leading and Engaging People]



Lecture Title:

10. [Leading People: Traits and Development]

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Date: 28th July 2025 13.00hrs-17.00hrs



Masters in
Human Resources Management

Learning Objectives

Following this session students will be able to:

- Understand the concept and practice of “Leading Self,” which is foundational for effective leadership and a critical Intra-Personal Skill.
- *Key techniques include: Self-Awareness; Mindfulness and Emotional Intelligence; Goal Setting; Adaptability; Self-Discipline and Time Management; Continuous Learning; Balancing Ambition with Self-Care; Trust and Purpose.*



Learning Method

- **Lecture focused on learning objectives and core content** as a key instructional process.
- **Formative assessment through participative learning tools and activities** will be utilised evaluating students' comprehension and academic progress throughout - with respect to understanding and applying HRM concepts.



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Introduction: What is "Leading Self"?

- **Definition:** "Leading Self" is the conscious and deliberate practice of managing one's own thoughts, emotions, behaviors, and actions to achieve personal and professional goals.
- It's about taking ownership of your development and well-being.
- It's the prerequisite for leading others effectively.



Why "Leading Self" is Foundational

- **Authenticity:** You can only genuinely lead others if you understand and lead yourself.
- **Resilience:** Strong self-leadership builds the capacity to navigate challenges and setbacks.
- **Impact:** Your ability to influence others stems from your ability to influence yourself.
- **Credibility:** Leaders who demonstrate self-mastery inspire trust and respect.
- **Sustainable Leadership:** Prevents burnout and fosters long-term effectiveness.



Key Technique 1: Self-Awareness

- **Definition:** The ability to understand one's own emotions, strengths, weaknesses, values, and motivations.
- It's the cornerstone of emotional intelligence.
- Involves introspection and honest self-assessment.



Self-Awareness - Practical Application

- **Journaling:** Regularly write down thoughts, feelings, and reactions to events.
- **Solicit Feedback:** Ask trusted peers, mentors, or superiors for honest constructive criticism.
- **Personality Assessments:** Use tools like Myers-Briggs, StrengthsFinder, or DISC to gain insights.
- **Reflection:** Dedicate time daily to reflect on your actions and their impact.



Self Assessment - Know yourself

- <https://www.mindtools.com/axbwm3m/how-emotionally-intelligent-are-you>



Key Technique 2: Mindfulness & Emotional Intelligence

- - Definition
- **Mindfulness:** Paying attention to the present moment without judgment. It enhances clarity and focus.
- **Emotional Intelligence (EQ):** The capacity to understand and manage your own emotions, and to perceive and influence the emotions of others.
- These two are deeply intertwined, with mindfulness often enhancing EQ.



Mindfulness & Emotional Intelligence

- Practical Application (Mindfulness)

- **Mindful Breathing:** Practice short breathing exercises throughout the day to re-center.
- **Single-Tasking:** Focus on one task at a time to improve concentration and reduce stress.
- **Mindful Listening:** Give your full attention when others are speaking, without planning your response.
- **Body Scan Meditation:** Pay attention to sensations in your body to connect with the present.

Mindfulness & Emotional Intelligence

- Practical Application (Emotional Intelligence)

- **Identify Your Emotions:** Learn to label your feelings accurately as they arise.
- **Understand Triggers:** Recognize what situations or people provoke strong emotional responses in you.
- **Practice Empathy:** Actively try to understand others' perspectives and feelings.
- **Respond, Don't React:** Create a pause between stimulus and response to choose your actions wisely.



Key Technique 3: Goal Setting

- **Definition:** The process of identifying something you want to achieve and establishing a plan to achieve it.
- Provides direction, motivation, and a clear measure of progress.
- Applies to personal development, career, and well-being.



Goal Setting - Practical Application (SMART Goals)

- **S - Specific:** Clearly defined, not vague.
 - **M - Measurable:** Quantifiable, with criteria for success.
 - **A - Achievable:** Realistic and attainable.
 - **R - Relevant:** Aligned with your values and larger purpose.
 - **T - Time-bound:** Has a deadline.
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- **Example:** "Complete a 30-minute online course on advanced Excel functions by end of August 2025."



Key Technique 4: Adaptability

- **Definition:** The ability to adjust to new conditions, situations, and environments quickly and effectively.
- Essential in a rapidly changing world.
- Involves flexibility, resilience, and a growth mindset.



Adaptability - Practical Application

- **Embrace Change:** View change as an opportunity for growth, not a threat.
- **Learn New Skills:** Continuously update your knowledge and capabilities.
- **Problem-Solving Focus:** Instead of dwelling on problems, focus on finding solutions.
- **Scenario Planning:** Mentally prepare for different outcomes and how you might respond.



Key Technique 5: Self-Discipline & Time Management

- **Self-Discipline:** The ability to control one's impulses, emotions, and desires to achieve a goal.
- **Time Management:** The process of planning and exercising conscious control over the amount of time spent on specific activities to increase effectiveness, efficiency, or productivity.
- These skills are crucial for consistent execution.



Self-Discipline & Time Management

- Practical Application (Self-Discipline)

- **Build Habits:** Start small and consistently practice desired behaviors (e.g., waking up early, exercising).
- **Delayed Gratification:** Resist immediate pleasures for long-term gains.
- **Accountability Partner:** Share your goals with someone who can hold you accountable.
- **Reward System:** Acknowledge and reward yourself for disciplined efforts.



Self-Discipline & Time Management

- Practical Application (Time Management)

- **Prioritization:** Use methods like the Eisenhower Matrix (Urgent/Important) to focus on high-impact tasks.
- **Time Blocking:** Schedule specific blocks of time for focused work.
- **Eliminate Distractions:** Turn off notifications, close unnecessary tabs.
- **Delegate:** Empower others to handle tasks that don't require your unique skills.
- **Pomodoro Technique:** Work in focused 25-minute bursts with short breaks.
- <https://www.youtube.com/watch?v=mNBmG24djoY>



Key Technique 6: Continuous Learning -

- **Definition:** The ongoing, voluntary, and self-motivated pursuit of knowledge for personal and professional development.
- It's a mindset of curiosity and growth.
- Keeps you relevant and innovative.



Continuous Learning - Practical Application

- **Read Widely:** Consume books, articles, and research in your field and beyond.
- **Online Courses/Certifications:** Enroll in MOOCs or specialized programs.
- **Attend Workshops/Conferences:** Network and learn from experts.
- **Seek Mentors/Coaches:** Learn from their experience and insights.
- **Experiment & Reflect:** Apply new knowledge and analyze the results.



Key Technique 7: Balancing Ambition with Self-Care

- **Definition:** The conscious effort to pursue professional and personal goals while simultaneously prioritizing physical, mental, and emotional well-being.
- Prevents burnout and ensures long-term sustainability.
- It's not about sacrificing one for the other, but integrating both.



Balancing Ambition with Self-Care - Practical Application

- **Set Boundaries:** Learn to say "no" to commitments that overextend you.
- **Prioritize Sleep:** Ensure adequate rest for optimal cognitive function.
- **Regular Exercise:** Incorporate physical activity into your routine.
- **Healthy Nutrition:** Fuel your body and mind with nutritious food.
- **Hobbies & Downtime:** Engage in activities that bring joy and relaxation outside of work.
- **Mindfulness Breaks:** Use short pauses to reset and reduce stress.



Key Technique 8: Trust and Purpose

- **Trust (Self-Trust):** Confidence in one's own judgment, abilities, and integrity.
- **Purpose:** The fundamental reason for your existence or actions; what gives your life meaning and direction.
- Self-trust fuels your ability to act on your purpose, and purpose provides the motivation for self-leadership.



Trust and Purpose - Practical Application

- **Identify Your Values:** Understand what truly matters to you.
- **Define Your "Why":** Articulate your personal mission statement or guiding principles.
- **Align Actions with Values:** Ensure your daily choices reflect your core beliefs.
- **Keep Promises to Yourself:** Build self-trust by following through on your commitments.
- **Celebrate Small Wins:** Acknowledge progress to reinforce belief in your capabilities.



The Interconnectedness of "Leading Self"

- These techniques are not isolated; they reinforce each other.
- **Self-awareness** informs **goal setting** and **emotional intelligence**.
- **Self-discipline** is vital for **continuous learning** and **time management**.
- **Mindfulness** supports **adaptability** and **self-care**.
- **Trust and purpose** provide the overarching framework and motivation.



Conclusion: Your Journey of Self-Leadership

- "Leading Self" is an ongoing journey, not a destination.
- It requires consistent effort, reflection, and a commitment to growth.
- By mastering these **intra-personal skills**, you build a strong foundation for effective leadership in all aspects of your life.
- Invest in yourself, and you invest in your capacity to lead others.



Great leadership starts with self-leadership | Lars Sudmann | TEDxUCLouvain

- <https://www.youtube.com/watch?v=vlpKyLkIDDY&t=6s>



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