



# Leadership vs. Management

Kristina G. Ricketts, Ph.D.

## TEACHING OUTLINE

This is a brief teaching outline for the extension publication **Leadership versus Management**, part of the *Empowering Leaders in Kentucky (ELK)* educational series. Before presenting this program, please thoroughly read and study the **Leadership versus Management** extension publication.

### *Today's objectives are:*

1. Define leadership and aspects important to leadership.
  2. Outline characteristics of an effective leader.
  3. Define management.
  4. Delineate behaviors consistent with effective management.
  5. Illustrate the differences between activities taken on by effective managers and leaders.
- ❖ Attention steps are important first steps in gaining an audience's attention. Begin with the question:

### **What distinguishes a manager from a leader?**

Ask participants to take several minutes brainstorming the differences

(i.e. traits, characteristics, activities, etc.) between leaders and managers. Make a list on the board of the different traits, characteristics, activities under the headings "Leadership" and "Management." After about five minutes of discussion, segue way into *Today's Objectives* (at right). NOTE: When working with larger groups, it is suggested to allow individuals to brainstorm in pairs or small groups, and then bring the larger group back together for discussion.

- ❖ Do a quick review of the definition of leadership, and its primary components (bullet points under the *Leadership* section). Then say "There are certain characteristics that effective leaders exemplify. Many of these are listed under the *Leadership Characteristics* section. Are there any that you feel are missing?" Allow a few minutes for discussion.

- ❖ Make the connection between leadership and management by posing the following question:

**Which of the abovementioned attributes should be found in good managers?**

Answer can include any of the below:

- Confidence
- Consistency between word and action – “walking the talk”
- Maintaining a balance between individual needs and team needs
- Awareness of realistic conditions
- Strong self-esteem
- Sense of priorities
- Technical or contextual expertise
- Trust
- Willingness to share responsibility
- Willingness to share credit or recognition

NOTE: This question/answer can also be found at the top of page two in ELK1-205. Encourage participants to fill in the blanks on the handout.

- ❖ Spend several minutes discussing the definition of management, and what makes management unique from leadership.
- ❖ Move on to *Essential Management Skills*. Go through each of the three skills, and at the end of each skill ask the audience for one or two examples (of the skill) applied within their field. Write these on the board/flip chart.
- ❖ In the final section (Management vs. Leadership) it is suggested to put this chart on a PowerPoint slide, or copy it

large enough and tape it up on the wall. Spend a significant amount of time (about 10 minutes) going over the different competencies of leadership and management.

- ❖ Finally, the *Step Out & Apply* section is used to conclude the training and allow participant’s to apply some of the things they have learned throughout the training. There aren’t specific answers that are right or wrong, however this activity should encourage participants to sit back and reflect on how they are already using some of this information in their day to day life, and how they can use it even more effectively.

### Group Activity Ideas

The activities listed below can be used in a variety of capacities: as attention steps to your presentation, at any time during the presentation to give a break to the audience or to illustrate a particular point, or at the end of your presentation to round out the presentation. All activities will be attached to the Teaching Outlines as appendices.

- 1) “How Important do I Make People Feel” activity (refer to notes at the end of teaching outline)

❖ “How do I Make People Feel”  
activity directions:

- Introduce the activity with the following narration:

“There are many differences between being a manager and being a leader. Often, it is said that managers are more ‘task oriented’ while leaders are more ‘relationship oriented.’ However, it is still important for managers to build good working relationships with their employees. An important part of developing a good working relationship is how people perceive you, and that can strongly depend upon how you treat people. Take the next few minutes to fill out the provided questionnaire to determine ‘How Important do I Make People Feel?’”

- Debrief by explaining the paragraph found on the bottom of the activity (i.e. Scoring 40 to 50 points means...). Once everyone has and understands their scores, finish with this application question:

**What are specific actions I (the participant) can take to make my employees/volunteers feel more important?**

NOTE: As with all of the ELK publications, using a single section (within the publication) makes a great 10-15 minute presentation for any group.