



ALLONE SUPERVISOR

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WHAT STEPS CAN I TAKE TO BECOME A BETTER LEADER?

Strong leaders are often thought of as outgoing and dominant, but there are a number of ways for those with “quiet” personalities to lead effectively. Good listening skills, the ability to thrive in collaborative environments, and openness to new ideas are all excellent leadership qualities.

Here are five tips to help introverts play to their strengths and develop as leaders:

Acknowledge Accomplishments

Make sure to regularly communicate personal achievements to key decision-makers.

Plan Discussions Ahead of Time

Being prepared to ask and answer questions, and address likely responses can help you achieve desired outcomes and communicate effectively in the moment.

Use Body Language

The simple use of hand cues in meetings to acknowledge someone’s point or resting elbows on the arms of the chair instead of at one’s side are simple ways of expressing more authority in workplace and group settings.

Envision High-Level Impact

Envisioning success as a leader, and being receptive to others’ ideas, can help improve your personal performance and motivate your team to greater success.

Utilize Assistance Program Resources

Want more help navigating the ins and outs of workplace leadership? Contact your Assistance Program to access free and confidential support for any personal or professional development need. The Assistance Program includes benefits and perks that alleviate stress and help employees and families thrive.

Our Expert's Respond:

Q. What do I need to include in my documentation when writing up someone who I think is under the influence of drugs/alcohol?

A. It’s best to keep documentation specific, observed and verifiable. Focus upon behaviors that you’ve personally observed like “they stumbled into the door frame and tripped”, or facts like “employee came in to work 30 minutes late.” Avoid labels like “he was drunk” or “employee is depressed.” Unless you’ve administered testing to verify sobriety or you are a mental health counselor who has done an assessment, you should avoid making a diagnosis, or drawing conclusions that might be incorrect. It’s also important to keep documentation neutral in tone, so don’t include biased language like “they’re a trouble-maker”. Ideally someone reading the report should not be able to tell if you have any positive or negative regard toward the employee in question.