

LEADERSHIP IS AN ATTITUDE, NOT A TITLE

Presented by:

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TODAY'S PRESENTATION

- **Introductions**
- **How to Lead When You Aren't the Leader- 9 Steps**
- **Creating Your Action Plan**

INTRODUCTION: WHAT IS BTES?

Business **T**raining & **E**ducational **S**ervices

- Continuing Education
- Workforce Training
 - Open Enrollment Training
 - Customized/Contract Training
- Operate like a business

MEET OUR TEAM

Zac Burkey, Melanie Garcia & Kim Sayers



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OUR CLIENTS INCLUDE:



THE J.M. SMUCKER Co



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LEADERS & QUALITIES WE ADMIRE



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L E A D E R S H I P

The leader always sets the trail for others to follow.

"Every day, ask yourself what you've done today that is *daring* or that is *a bit of a stretch*. If at the end of each day you can find just one thing, then you are moving, but if not, then you are getting more and more limited and your horizons are getting smaller and smaller."

– Gary Leboff, psychologist



1: TAKE CALCULATED RISKS

- Tackle the hard problems or projects others avoid
- Learn to see the “big picture” – understand all sides of an issue & the impact of various actions on other areas of the company
- Question authority respectfully
- Ask for what you want & explain how giving it to you will benefit *them*

2. ACKNOWLEDGE OTHERS

- Publicly express gratitude for the work of others
- Recognize others' contributions to projects
- Use positive feedback to motivate & engage others



3. TAKE THE INITIATIVE

- Document procedures and best practices
- Become the expert
- Survey, analyze & suggest improvements

4.PROJECT OPTIMISM

- Focus on the mission
- Don't gossip or play the "blame game"
- Avoid Debbie Downer
- Smile
- Voice the positive





ACTIVITY: SMILE & VOICE THE POSITIVE

- 1. Our event was a flop – no one show up!**
- 2. We have to work overtime this weekend.**
- 3. Customers don't like our new ideas for
ad campaign.**

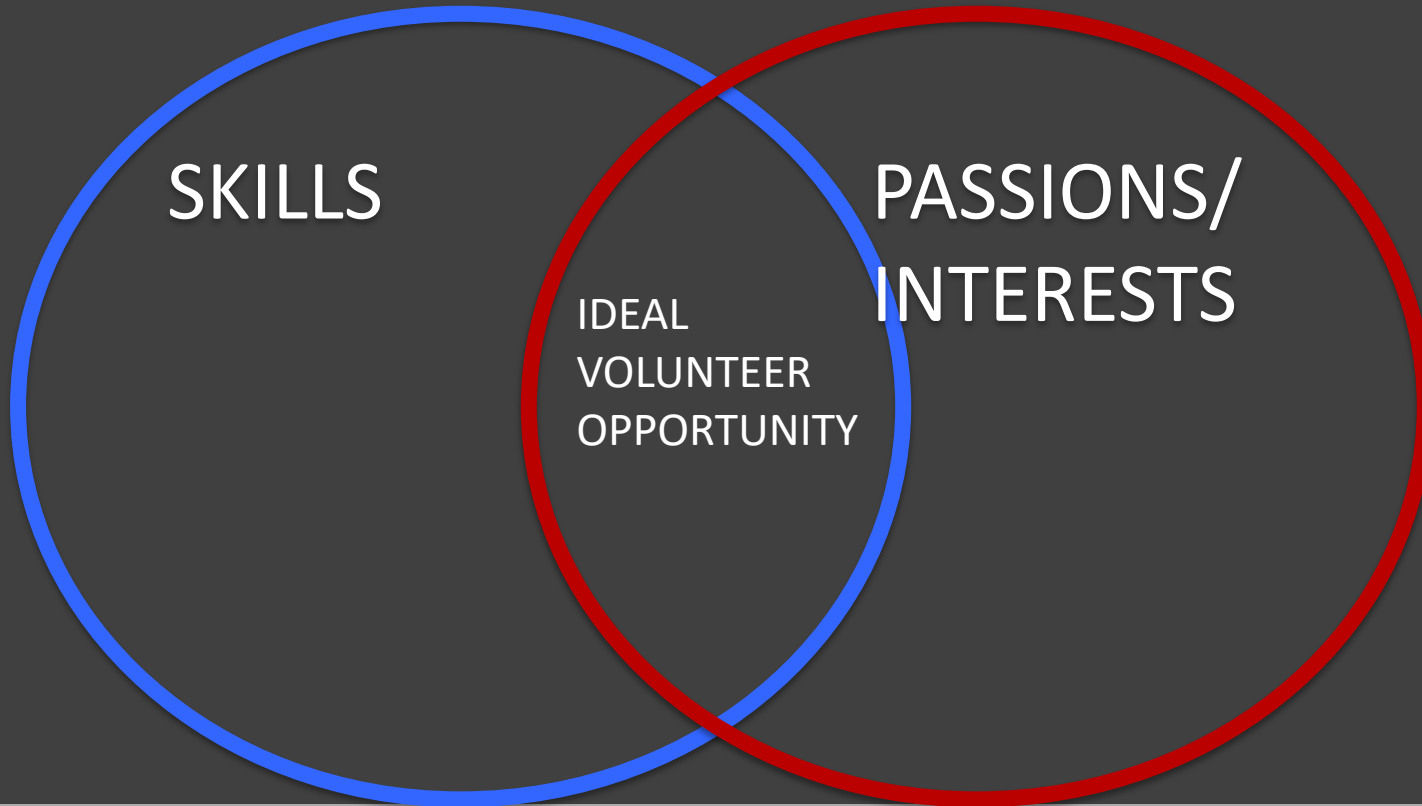
5. THINK OUTSIDE THE HIERARCHY

- Engage with people outside your department
- Volunteer to be part of a cross-functional team
- Identify a company-wide initiative & take charge

6. DEMONSTRATE LEADERSHIP OUTSIDE OF YOUR JOB OR THE CLASSROOM

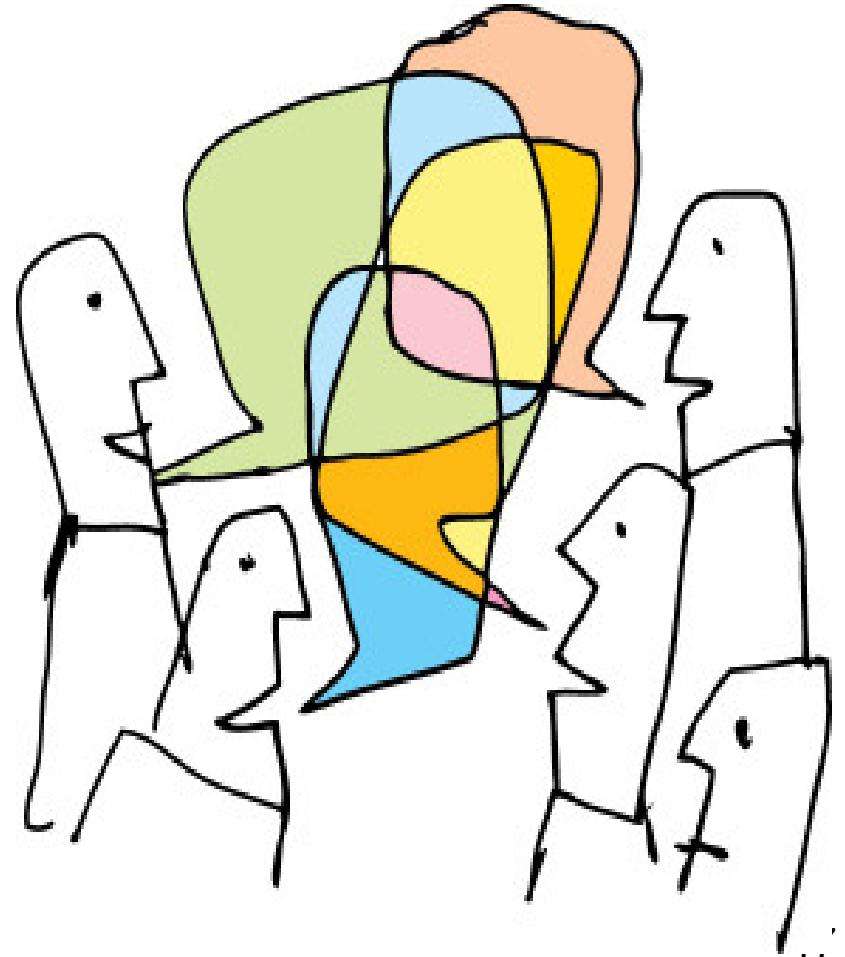
- Take on leadership roles in professional associations, clubs & student groups
- Find your passion – and volunteer for it!

SKILLS & PASSIONS



7. ASK FOR FEEDBACK

- Informal
- Formal (360-degree review)



8. ADD NEW TOOLS TO YOUR TOOLBOX



9. COACH & MENTOR OTHERS

- Start a mentoring program for new employees
- Teach & train
- Coach Up – help higher ups learn a skill
where you have expertise

GOAL SETTING & ACTION PLANNING

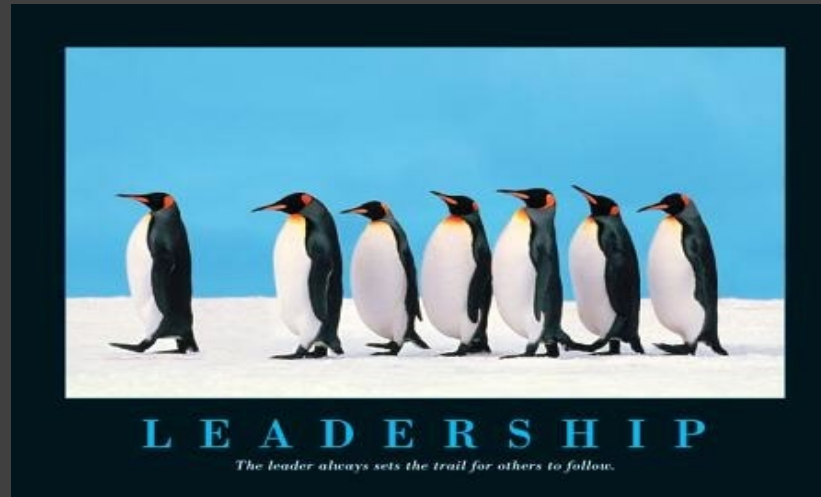




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- 2. ACKNOWLEDGE OTHERS**
- 3. TAKE THE INITIATIVE**
- 4. PROJECT OPTIMISM**
- 5. THINK OUTSIDE THE HIERARCHY**
- 6. DEMONSTRATE LEADERSHIP OUTSIDE OF YOUR JOB**
- 7. ASK FOR FEEDBACK**
- 8. ADD TOOLS TO YOUR TOOLBOX**
- 9. COACH & MENTOR OTHERS**

Thank you!



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