**LEADERSHIP**

**A leader** is someone who influences and directs workers towards achieving the goals of the organization.

**Leadership** is the art of influencing and directing the performance of workers towards achieving the goals of the organization.

***Characteristics of a good leader;***

* Communicates well
* Willingness to listen
* Capable of critical thinking
* Self motivated
* Ability to multi task
* Flexible

***Types of leaders;***

**Autocratic leader** – one who takes decision alone without discussion,

**Democratic leader** – one who engages in discussion with workers before making a decision.

**Paternalistic leader** – Literally meaning father such a leader will listen explain issues and consults with the workforce but will not allow them to make the final decision.

**Bureaucratic leader** – one who uses rigid and complex rules and procedures to direct and lead the organization.

**Laisssez-faire leader** – one who leaves colleagues to get on with their work so there is no supervision or control.

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| **Style** | **Advantages** | **Disadvantages** |
| Autocratic/Authoritarian | No time is wasted discussing decisions.Fast one way communication.Change is managed effectively by the leader.Best suited for small business. | Workers are demotivated because they do not feel a part of the business.Workers knowledge and experience is not considered in decisions. |
| Democratic/Participative | There are better decisions because of worker involvement.Two way communication encourages feedback from employees.Job enrichment is achieved. | Decision making takes longer.Conflicts may arise.The business may not be able to benefit from rapid changes in the environment because decision making takes long. |
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