

Skills for Living

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Chapter 8

Community Living Skills

- In this chapter, you will learn



Topic 8-1

Leaders and Followers

- In this topic, you will learn about working with others in groups, as well as
 - ❖ **Being a team member**
 - ❖ **Opportunities for leadership**
 - ❖ **Effective leadership**

Leaders and Followers

Objectives for Topic 8-1

After studying this topic, you will be able to

- explain the roles of leaders and followers
- demonstrate the qualities of effective team members
- identify three types of leadership
- describe five functions performed by group leaders

Topic 8-1 Terms

- ❖ team
- ❖ leader
- ❖ follower
- ❖ diversity
- ❖ autocratic leadership
- ❖ democratic leadership
- ❖ laissez-faire
- ❖ motivation
- ❖ brainstorming
- ❖ tact

Being a Team Member

- A *team* is a group of people organized around a common goal
- A *leader* is a person who influences the behavior of others
- A *follower* is a person who supports a group by helping put goals into action



Qualities of Effective Team Members

- Put the interests of the team first
- Keep an open mind
- Expect others to have different ideas and opinions
- Do not become offended when ideas are criticized
- Do your share of the work



Qualities of Effective Team Members



- Make an effort to integrate members who are shy
- Keep a positive attitude
- Pay close attention when others speak
- Demonstrate understanding of *diversity*, when team members represent different cultures

Opportunities for Leadership

- Leaders are needed at all levels of human organization
 - ❖ clubs
 - ❖ sports
 - ❖ community
 - ❖ workplace

Types of Leadership

- All types of leadership have good points
- Varying styles can help a leader involve all members
 - ❖ *Autocratic leadership* demands the cooperation of others
 - ❖ *Democratic leadership* stresses the need and wishes of individuals
 - ❖ *Laissez-faire* leaders play down their role in groups

Effective Leadership



- Leaders should
 - ❖ set an example
 - ❖ motivate followers
 - ❖ guide planning
 - ❖ use tact
 - ❖ give recognition
 - ❖ promote cultural diversity

Set an Example

- As leader, you have the responsibility of doing your share of the work
- Do not do all the work yourself—remember to delegate
- Cooperate with everyone

Motivate Followers

- ***Motivation*** is a force that gives people a reason to take action
 - ❖ ***Intrinsic motivation*** comes from within a person
 - ❖ ***Extrinsic motivation*** comes from a person's environment, including leaders

Guide Planning

- Make sure the group thinks through a plan and is able to carry it out
- Members can contribute by expressing their ideas
- ***Brainstorming*** is a group problem-solving method in which individuals offer all ideas that come to mind



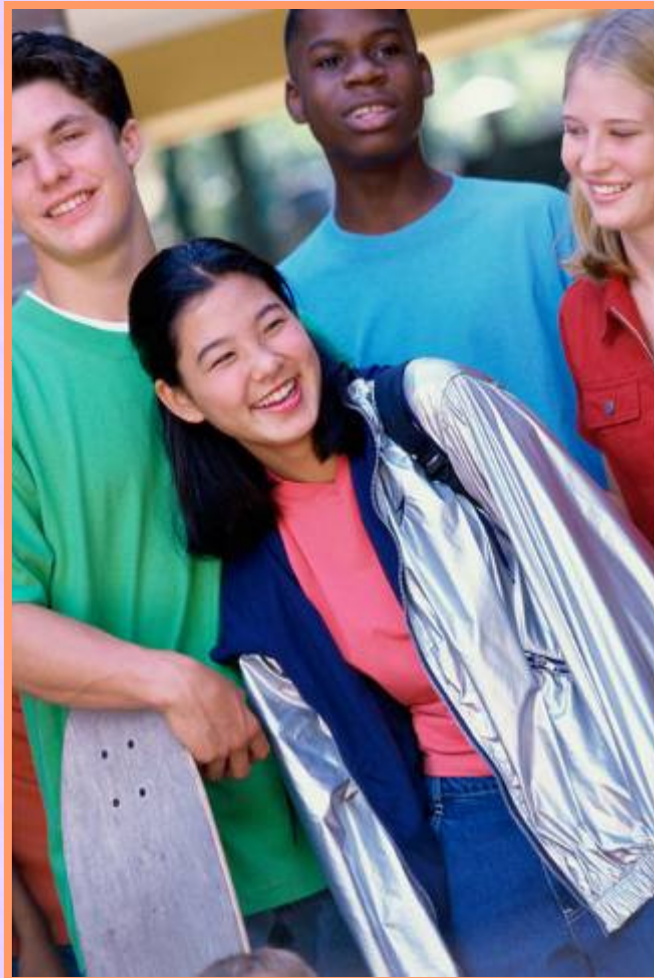
Use Tact

- *Tact* is knowledge of what to do or say without offending others
- Tact is necessary to getting group members to cooperate willingly

Give Recognition

- Encouragement can bring out the best in others
 - ❖ People need to know their personal efforts are important
- Remember to thank group members for their efforts

Promote Cultural Diversity



- Promote the understanding and acceptance of other cultures
 - ❖ This will help bring down barriers between group members
- The leader might encourage discussion about cultural differences or plan cultural activities

Summary for Topic 8-1

- Leaders and followers are needed to create teams
- Through teamwork, members can develop leadership skills
- Diversity presents opportunities to share cultural traditions and customs
- Leaders are likely to use a combination of autocratic, democratic, and laissez-faire styles
- Leaders are expected to set an example, motivate members, use tact, give recognition, and guide planning