



# **Effective Organizational Leadership**

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**by Paul J. Meyer**

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***“Producing measurable results for  
business and industry since 1966.”***

# EFFECTIVE ORGANIZATIONAL LEADERSHIP

## *Discover "what matters most" in effective leadership*

- Build on existing strengths
- Recognize positive qualities and potential
- Advance beyond ordinary knowledge and skills
- Increase inner strengths at a faster rate
- Develop attitudes and habits that place you at the top
- Practice skills that produce concrete benefits

### *ONE: Developing a Positive Self-Image*

The Relationship Between Self-Image and Effective Leadership  
 Choosing Courage  
 Overcoming Negative Attitudes  
 Creating a Positive Self-Image  
 Special Kinds of Courage  
 The Benefits of a Positive Self-Image

### *SIX: Minimizing Stress*

Making Stress Work for You  
 Managing by Goals  
 Identifying Priorities  
 Keeping in Touch  
 Preventing Burnout  
 Keeping Your Perspective

### *TWO: The Challenge of Effective Leadership*

The Purpose of a Leader  
 A Leadership Philosophy  
 Characteristics of Effective Leadership  
 The Rewards of Effective Leadership

### *SEVEN: Leading Through Communication and Persuasion*

Communication - The Human Connection  
 Planning the Total Message  
 Communicating Verbally  
 Listening for the Total Message  
 Communicating in Writing  
 Giving Instructions  
 The Power of Persuasion

### *THREE: Goal Setting and Organizational Success*

The Power of Goal Setting  
 Committing to Organizational Goals  
 Designing Your Destiny  
 Establishing Priorities  
 Making Workable Plans

### *EIGHT: Using Power and Authority Effectively*

Sources of Authority and Power  
 Making the Most of Power and Authority  
 Sharing Power with Team Members  
 Enjoying the Benefits of Leadership

### *FOUR: Human Behavior and Motivation*

Methods of Motivation  
 Understanding Human Behavior  
 Recognizing Behavioral Styles  
 Establishing a Motivational Climate

### *NINE: Decision Making and Problem Solving*

Effective Decision Making and Problem Solving  
 Goals as the Basis of Decisions  
 The Problem-Solving Process  
 Creativity in Decision Making and Problem Solving

### *FIVE: Maximizing Productivity*

Bringing Out the Best in Team Members  
 Delegating With a Purpose  
 Training for Growth and Renewal  
 Integrating Personal and Organizational Goals  
 Tracking Performance  
 Providing Feedback on Performance  
 Recognizing and Rewarding Productivity

### *TEN: Empowering People*

Creating a Motivational Climate  
 Keys to Increasing Productivity  
 Principles of Effective Team Member Development  
 Training for Results  
 Resolving Problems  
 Empowering Yourself  
 Final Evaluation