### Qualities and process and function of Leadership

### Qualities of a Good Leader:

A successful leader secures desired behaviour from his followers. It depends upon the quality of leadership he is able to provide. A leader to be effective must possess certain basic qualities. A number of authors have mentioned different qualities which a person should possess to be a good leader.

**Some of the qualities of a good leader are as follows:**

1. Good personality.

2. Emotional stability.

3. Sound education and professional competence.

4. Initiatives and creative thinking.

5. Sense of purpose and responsibility.

6. Ability to guide and teach

7. Good understanding and sound judgment.

8. Communicating skill.

9. Sociable.

10. Objective and flexible approach.

11. Honesty and integrity of character.

12. Self confidence, diligence and industry.

13. Courage to accept responsibility

### Importance of Leadership in Management:

The importance of leadership in any group activity is too obvious to be over-emphasized. Wherever, there is an organized group of people working towards a common goal, some type leadership becomes essential. Lawrence A. Appley remarked that the time had come to substitute the word leadership for management.

Although the concern for leadership is as old as recorded history, it has become more acute during the last few decades due to the complexities of production methods, high degree of specialization and social changes in the modern organizations. A good dynamic leader is compared to a ‘dynamo generating energy’ that charges and activates the entire group in such a way that near miracles may be achieved. The success of an enterprise depends to a great extent, upon effective leadership.’

**The importance of leadership can be highlighted from the following:**

#### 1. It Improves Motivation and Morale:

Through dynamic leadership managers can improve motivation and morale of their subordinates. A good leader influences the behaviour of an individual in such a manner that he voluntarily works towards the achievement of enterprise goals.

#### 2. It Acts as a Motive Power to Group Efforts:

Leadership serves as a motive power to group efforts. It leads the group to a higher level of performance through its persistent efforts and impact on human relations.

#### 3. It Acts as an Aid to Authority:

The use of authority alone cannot always bring the desired results. Leadership acts as an aid to authority by influencing, inspiring and initiating action.

#### 4. It is Needed at All Levels of Management:

Leadership plays a pivotal role at all levels of management because in the absence of effective leadership no management can achieve the desired results.

#### 5. It Rectifies the Imperfectness of the Formal Organisational Relationships:

No organizational structure can provide all types of relationships and people with common interest may work beyond the confines of formal relationships. Such informal relationships are more effective in controlling and regulating the behaviour of the subordinates. Effective leadership uses there informal relationships to accomplish the enterprise goals.

#### 6. It Provides the Basis for Co-operation:

Effective leadership increases the understanding between the subordinates and the management and promotes co-operation among them.

### Process or Techniques of Effective Leadership:

**The following are the techniques of effective leadership:**

1. The leader should consult the group in framing the policies and lines of action and in initiating any radical change therein.

2. He should attempt to develop voluntary co-operation from his subordinates in realizing common objectives.

3. He should exercise authority whenever necessary to implement the policies. He should give clear, complete and intelligible instructions to his subordinates.

4. He should build-up confidence and zeal in his followers.

5. He should listen to his subordinates properly and appreciate their feelings.

6. He should communicate effectively.

7. He should follow the principle of motivation.