

# Leadership Skills



## This week...

Akio is in line for a promotion in the department he works for. He is talking to Fiona, the HR manager of the company about what it takes to become a successful leader.

## Lesson Objectives...

- Talking about leadership
- Giving advice

## Business English Conversation

## Advanced Class



What are some characteristics of a good leader?

# Picture Description

What is she explaining to her business associates in that meeting?



A



B



Who is that person sitting at the head of the table?

|              |  |
|--------------|--|
| <b>Akio</b>  | I might be getting promoted soon, but I feel a little nervous about it.  |
| <b>Fiona</b> | You deserve to be promoted. What are you worried about?  |
| <b>Akio</b>  | <b>I really want to become</b> a good leader someday, but I am not sure I have the necessary leadership skills.  |
| <b>Fiona</b> | <b>Firstly, a good leader needs to</b> have good communication skills. You need to be a good listener and regularly be available to discuss issues as well as concerns with employees. |
| <b>Akio</b>  | I understand what you are saying.  |
| <b>Fiona</b> | You should also create a positive working environment for the employees. <b>This will help them</b> be more productive.  |
| <b>Akio</b>  | I'm sure I will be able to do that.  |
| <b>Fiona</b> | <b>It is also important for leaders to</b> do what they say they are going to do. This will earn you trust and respect.  |
| <b>Akio</b>  | Thank you for your helpful advice.   |

I really want to become a successful leader at my company.

1. I really want to become .....
2. Firstly, a good leader needs to .....
3. This will help them .....
4. It is also important for leaders to .....



# Role Play – Leadership Skills

**Student A** is in line for a promotion at the company he/she works for. **Student B** is giving some advice to **Student A** about the necessary skills needed to become a successful leader.



**Student A:** Tell **Student B** that you might be getting promoted soon, but you are a little nervous.

**Student B:** Tell **Student A** that he/she deserves to be promoted and ask the reason why he/she is nervous.

## Key Phrases

- I might be getting promoted soon, but I feel nervous.
- I'm not sure I have the necessary leadership skills.
- I understand what you are saying.
- I'm sure I will be able to do that.
- Thank you for your helpful advice.
- You deserve to be promoted. Why are you nervous?
- Firstly, a good leader needs to ....
- You should also create ....
- It is also important for leaders to ....
- This will earn you trust and respect.
- *Other*

## Leadership Skills

- Communication – good listener
- motivation – inspire employees
- Delegating – good at delegating
- Positivity – create positive environment
- Trustworthiness – be open and honest
- *Other*



1. Everybody can learn to be a good leader.
2. It is always important for leaders to follow through with what they agree to do.
3. A leader is responsible for both the successes and failures of his or her team.

- If you had the chance to be leader of a company, which company would you choose to lead and why?
- Who do you think is one of the greatest leaders of all time?
- What characteristics does a bad leader have?

- available - *I will be **available** to talk to you this afternoon.*
- earn - *He has **earned** the trust of the employees.*
- environment - *The working **environment** here is very positive.*
- deserve - *He **deserves** a pay raise for his hard work.*
- inspire - *She **inspired** us to work harder.*
- motivate - *How can we **motivate** the employees?*
- necessary - *It is **necessary** to be a good communicator.*
- respect - *I **respect** your opinion.*