

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?

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