

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

Super Class

Warm Up – Topic Question



What are some characteristics of a good leader?

Picture Description

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



B



A



Akio	I am in line for a promotion , but I feel a little nervous about it.
Fiona	You thoroughly deserve to be promoted. What are you worried about?
Akio	I really want to become a good leader someday, but I am not sure if 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 make yourself regularly available to discuss issues and concerns with employees.
Akio	I clearly 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 confident that I would be able to do that.
Fiona	It is also important for leaders to follow through with what they agree to do. This will earn you trust and respect.
Akio	Thank you for your invaluable advice.

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.

Key Phrases

- I am not sure I have the necessary leadership skills.
- I clearly understand what you are saying.
- I'm confident that I will be able to do that.
- Thank you for your invaluable advice.
- You thoroughly deserve to be promoted.
- Firstly, a good leader needs to have
- You should also create
- It is also important for leaders to
- You need to be
- *Other*

Leadership Skills

- communication
- motivation
- delegating
- positivity
- trustworthiness
- commitment
- *other*



Talk about one of the following topics for one minute:

1. The differences between a boss and a leader
2. The two most important skills needed to become a successful leader
3. One of the great world leaders

*Other students in the class, ask one question each to the presenter after the speech

- Do you think some people are born natural leaders or must they learn how to become one?
- Who is a successful business leader? Why do you think that person became such a good leader?
- What characteristics does a bad leader have?

You can **call the shots** at the next meeting.



cut someone some slack – to be less strict with someone

- He is a new employee, so it is natural for him to make mistakes. We need to **cut him some slack**.

call the shots – to decide on the course of action; to be in charge

- I won't be able to participate in the next meeting, so you go ahead and **call the shots**.

cut to the chase – get to the point

- I am very busy this afternoon. I can listen to your proposal, but you need to **cut to the chase**.