Leadership VS. Manager

Overview :

This classic activity clearly shows the difference between being a manager and being a leader. Management and leadership are often interchanged within the business world; however, they are two very distinct skills.
Management is essentially process/task focused and centers on the current and immediate future. Whereas, Leadership is much more people and future focused. It includes setting culture & Direction for the organization.

Time :

Approx. 30 minutes

Tools/Items required:

 Manager Vs Leader table (Pls. See below) , Post it notes , Two Flip chart sheets

Set up :

Split the participants into small groups , give each group a copy of the Manager Vs Leader table and a different color of post it notes.
Hang the two Flip Chart sheets and put the title Leader on one of them and Manager on the other one

Each group is tasked to identify which of the statements on the Manager Vs leader table describe management behavior and which describe leadership behavior, write one statement on each post it note and stick it either on the Manger flip chart sheet or the Leader flip chart sheet on the wall.

Give the groups 15 minutes for this task

What's the point from this activity ? :

The aim of this activity is to clearly show the difference between managers and leaders and how every leader can be a manager but not every manager can be a leader.

Manager Vs Leaders Table :

Manager Or Leader
• Scheduling work
• Sharing a vision
• Plan and prioritise steps to task achievement
• Use analytical data to support recommendations
• Explain goals, plan and roles
• Provide feedback on performance
• Motivating staff
• Provide focus
• Create a 'culture'
• Inspiring people
• Delegating tasks
• Ensuring predictability
• Co-ordinate effort
• Co-ordinate resources
• Give orders and instructions
• Act as interface between team and outside
• Take risks
• Guide progress
• Evaluate progress
• Check task completion
• Create a positive team feeling
• Monitor feelings and morale

> • Look 'over the horizon'
> • Appeal to peoples' emotions
> • Follow systems and procedures
> • Provide development opportunities
> • Ensure effective induction
> • Monitor budgets, tasks etc
> • Use analytical data to forecast trends
> • Monitoring progress
> • Unleashing potential
> • Be a good role model
> • Appeal to rational thinking
> • Build teams

Answer :

The following table shows the distinct elements which fall under each category.

Manager	Leader
• Scheduling work • Delegating tasks • Use analytical data to support recommendations • Ensuring predictability • Co-ordinate effort • Co-ordinate resources • Give orders and instructions • Guide progress • Evaluate progress • Check task completion • Follow systems and procedures • Monitor budgets, tasks etc • Use analytical data to forecast trends • Monitoring progress • Appeal to rational thinking • Plan and prioritize steps to task achievement	• Build teams • Provide feedback on performance • Motivating staff • Act as interface between team and outside • Explain goals, plan and roles • Inspiring people • Appeal to peoples' emotions • Sharing a vision • Provide focus • Monitor feelings and morale • Create a 'culture' • Create a positive team feeling • Ensure effective induction • Provide development opportunities • Unleashing potential • Look 'over the horizon' • Take risks • Be a good role model