

Original Article

Understanding the Characteristics of Effective Leadership

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ABSTRACT

In all types of organizations, the individuals in leadership positions are required to possess certain characteristics. The characteristics of effective leadership are regarded as the key to do well in one's job duties and responsibilities, achieve professional goals and lead to up-gradation of the overall structure of the organizations. Throughout the job duties of leaders, they need to put emphasis on honing of these characteristics. As a consequence, they will develop motivation among employees towards the implementation of various types of job duties and responsibilities. The reason being, in order to lead to enhancement of the overall structure of the organizations, the leaders and employees need to be well-versed in terms of their job duties and responsibilities. Furthermore, they need to be informative in terms of methodologies and procedures. The individuals in leadership positions are required to hone their confidence levels. They need to be confident that they will overcome impediments and carry out their tasks successfully. Furthermore, the leaders will be able to augment their abilities to work under stress. It is the job duty of leaders to train and develop motivation among human resources towards the implementation of their job duties and responsibilities. Therefore, it can be stated, it is of utmost significance to understand the characteristics of effective leadership. The main concepts that are taken into account in this research paper are, characteristics of effective leadership and measures required to enrich the characteristics of effective leadership.

Keywords: Characteristics, Commitment, Effective Leadership, Job Duties, Organizations, Responsibilities, Up-gradation

INTRODUCTION

In all types of organizations, i.e. educational institutions, financial institutions, production, manufacturing and services organizations and so forth, the individuals in leadership positions are required to possess certain characteristics. The characteristics of effective leadership are regarded as fundamental to do well in one's job duties, achieve desired goals and lead to up-gradation of the overall structure of the organizations (Donelson, 2022). The leaders need to inculcate the traits of morality and ethics. These traits are regarded as the key to hone leadership skills.

Within the course of putting into operation various job duties and responsibilities, the traits of morality and ethics will render an important contribution within the course of generation of desired outcomes. Furthermore, the leaders will acquire appreciation and reverence from the other members. They will lead to progression of members and overall structure of the organizations. The leaders are required to guide and lead the other members in the right direction. Hence, when they will recognize the meaning and significance of these traits, they will be able to promote well-being and goodwill. Therefore, it can be stated, these traits

will contribute efficaciously in forming cordial and amiable terms and relationships with other members. The leaders are required to possess the competencies and abilities. These are to be utilized within the course of putting into practice various job duties and responsibilities. The job duties, activities, methods, procedures, techniques, and approaches are the aspects in terms of which competencies and abilities need to be up-graded. With advancements taking place in all types of organizations, it is necessary to make use of modern, scientific and innovative methods. Hence, competencies and abilities are required to be honed in terms of these. Furthermore, the leaders need to be informative in terms of ways to provide solutions to all types of problems and challenges adequately (Landry, 2018). The job duties and responsibilities are in some cases manageable, whereas, in other cases, there are occurrence of various types of problems and challenges. The individuals in leadership positions are required to hone their confidence levels. They need to be confident that they will provide solutions to various problems and overcome impediments. Furthermore, the leaders will be able to overcome the feelings of apprehensiveness and vulnerability. The enhancement of confidence levels is the key to do well in one's job duties and achieve professional goals. The leaders are required to strengthen their commitment levels towards the implementation of all types of job duties and responsibilities. In other words, they need to be wholeheartedly committed towards their work. One of the important aspects that needs to be taken into account is, the leaders need to develop constructive viewpoints. It is apparently understood that individuals in leadership positions are overwhelmed by numerous job duties and responsibilities, hence, it is necessary to take out sufficient amount of time for all of these. The leaders are usually well-informed in terms of methods and approaches. They need to convey these to the other members as well. The leaders are accountable in terms

of their job duties and responsibilities. They form the viewpoint that when they are wholeheartedly determined towards the implementation of job duties, they will be able to put in efforts to their best abilities to generate the desired outcomes. As a consequence, the leaders will contribute efficiently in stimulating the mind-sets of the members towards putting into practice all types of job duties and responsibilities. Therefore, the characteristic of accountability will enable the leaders to develop motivation among the workforce.

Characteristics of Effective Leadership

In all types of organizations, there are certain goals and objectives, which the leaders and other members are determined towards achieving. These are, improving employee morale; leading to an increase in productivity and profitability; leading to up-gradation of training and development programs; coping with various types of problems and challenges in an adequate manner; satisfying customer demands; leading to progression of workforce; managing financial, human, technical, and material resources in an appropriate manner; putting in efforts to one's best abilities; promoting up-gradation of infrastructure, amenities and facilities; augmenting knowledge, skills and abilities and creating an amiable and pleasant environment within the workplace. When the leaders are wholeheartedly committed towards the achievement of these goals, they are required to strengthen the characteristics of effective leadership (What are the Characteristics of a Good Leader? 2022). The leaders need to identify the areas in terms of which improvements are required to be brought about. When they are making improvements or are bringing about transformations in various aspects, they need to ensure, they are favourable in leading to progressions of the members and the overall structure of the organizations. The leaders need to pay attention towards augmenting their knowledge, skills and abilities. Furthermore, they need to possess an amiable

nature and an approachable attitude. These factors would enable them to put into operation their job duties successfully and acquire appreciation and reverence from the other members. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in the implementation of characteristics of effective leadership. These are stated as follows:

Morality and Ethics

The leaders need to inculcate the traits of morality and ethics throughout their jobs. These traits are regarded as the key to hone the competencies, abilities and aptitude that are needed to carry out leadership functions. Within the course of putting into operation various job duties and responsibilities, the traits of morality and ethics will render an important contribution within the course of generation of desired outcomes. Furthermore, the leaders will acquire appreciation and reverence from the other members. As a consequence, the leaders will guide and lead the members in the right direction. The individuals in leadership positions will train the workforce to differentiate between appropriate and inappropriate factors and concepts. These traits will render an important contribution in leading to progression of members and overall structure of the organizations. The leaders are required to guide and lead the other members in the right direction. Hence, when they will recognize the meaning and significance of these traits, they will be able to promote well-being and goodwill. Therefore, it can be stated, these traits will contribute efficaciously in forming cordial and amiable terms and relationships with the other members. Furthermore, leaders will be able to incur the feelings of pleasure and contentment and retain their jobs.

Competencies and Abilities

The leaders are required to possess the essential competencies and abilities. These are to be utilized within the course of putting into practice various job

duties and responsibilities, achievement of organizational goals and in leading to enhancement of the overall structure of the organizations. The job duties, activities, methods, procedures, techniques, and approaches are the aspects in terms of which competencies and abilities need to be up-graded. The individuals in leadership positions are vested with number of job duties and responsibilities. In some cases, they are cumbersome. But the up-gradation of competencies will enable leaders to do well in them and generate the desired outcomes. With advancements taking place, in all types of organizations, it is necessary to make use of modern, scientific and innovative methods. Hence, competencies and abilities are required to be honed in terms of these. The utilization of these methods would facilitate the implementation of tasks in an efficient manner. Hence, they are required to conduct research to augment their competencies and abilities. Furthermore, getting engaged in regular practice would prove to be advantageous on a comprehensive basis. The leaders need to be informative in terms of all the useful strategies that are needed to provide solutions to all types of problems and challenges in an appropriate manner.

Confidence

The job duties and responsibilities are in some cases manageable, whereas, in other cases, there are occurrence of various types of problems and challenges. In other words, the leaders are required to experience barriers. But they need to possess the confidence in all types of difficult situations. The up-gradation of confidence levels enable the leaders to cope with various types of problems and difficulties in a well-organized manner. The leaders are required to possess the essential information in terms of methodologies, procedures, strategies and techniques. Hence, it is well-understood that throughout their job

duties, the individuals need to put emphasis on reinforcing their confidence levels.

The leaders need to be confident that they will provide solutions to various problems and overcome impediments. The reason being, they are required to do well in their jobs and achieve desired goals. Furthermore, the leaders will be able to overcome the feelings of apprehensiveness and vulnerability. These take place, when job duties are difficult or when the leaders are overwhelmed by work pressure. The enhancement of confidence levels is regarded to be of utmost significance to do well in one's job duties and achieve professional goals. Therefore, in all types of organizations, individuals in leadership positions are required to hone their confidence levels throughout their jobs.

Commitment

The leaders are required to strengthen their commitment levels towards the implementation of all types of job duties and responsibilities. In other words, they need to be wholeheartedly committed towards their work. The leaders need to give preference to professional job duties more as compared to personal job duties. One of the important aspects that needs to be taken into account is, the leaders need to develop constructive viewpoints. It is apparently understood that individuals in leadership positions are overwhelmed by numerous job duties and responsibilities, hence, it is necessary to take out sufficient amount of time for all of these. The leaders are usually well-informed in terms of methods and approaches. They need to convey these to the other members as well.

In leading to up-gradation of commitment levels, there are certain factors that need to be taken into account by leaders, i.e. empowering and helping others; making wise and productive decisions; learning something new; providing solutions to all types of problems and challenges in an appropriate manner; developing

motivation; augmenting knowledge, skills and abilities; forming positive viewpoints in terms of various aspects; putting in efforts to one's best abilities; identifying the areas, which need to be improved and focusing on promoting well-being and goodwill. Therefore, it is understood on a comprehensive basis that reinforcement of commitment will prove to be advantageous to the members and the overall structure of the organizations.

Accountability

The leaders are accountable in terms of their job duties and responsibilities. They get the job duties implemented on their own as well as through the employees. When the employees are being supervised by the leaders, they are accountable for their job duties. The leaders form the viewpoint that when they are wholeheartedly determined towards the implementation of job duties, they will be able to put in efforts to their best abilities to fulfil the tasks. As a consequence, the leaders will contribute efficiently in stimulating the mind-sets of the members towards putting into practice all types of job duties and responsibilities. Hence, the characteristic of accountability will enable the leaders to develop motivation among the workforce.

When the leaders acquire an efficient understanding of meaning and significance of accountability, they will render an important contribution in doing well in their job duties and in generating the desired outcomes. Accountability will enable the individuals to understand that they will have to form constructive viewpoints and put in efforts to their best abilities. When the leaders as well as other members are overwhelmed by any types of dilemmas, they will be able to cope with them in an effective manner. Furthermore, these will be prevented from giving rise to impediments within the course of implementation of tasks and activities. Therefore, the

characteristic of accountability needs to be reinforced throughout one's job duties.

Empathy

Empathy is referred to understanding the feelings of others as if one is experiencing them in their tasks. Within the course of implementation of their job duties and responsibilities, the workforce is overwhelmed by number of problems and challenges. The various aspects in terms of which these take place are, methods, procedures, strategies, resources, technologies, materials and the overall environmental conditions. The leaders are required to understand these problems and provide solutions to them. The leaders need to identify the areas in terms of which improvements are required to be brought about. When they are making improvements or are bringing about transformations in various aspects, they need to ensure, they are favourable in leading to progressions of the workforce and the overall structure of the organizations.

The leaders need to pay attention towards augmenting their knowledge, skills and abilities on regular basis. Furthermore, they need to possess an amiable nature and an approachable attitude. These factors would enable them to put into operation their job duties successfully and acquire appreciation and reverence from the other members. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in the implementation of all types of tasks and functions. Therefore, it is well-understood, the up-gradation of the characteristic of empathy will enable the leaders to depict the traits of compassion and sympathy.

Empowerment

In all types of organizations, the individuals are different from each other in terms of number of aspects, i.e. caste, creed, race, religion, gender, age, ethnicity, educational qualifications, job positions, cultures, personality traits, communities, categories

and socio-economic backgrounds. The individuals get recruited and selected within organizations on the basis of various factors, i.e. educational qualifications, skills, abilities, and work experience. This is apparently understood that the individuals will be in different job positions and their job duties will be different. When individuals are carrying out same job duties, they should be given same pay. Furthermore, there should not be any type of discrimination on the basis of any factors. Equal rights and opportunities should be provided to all individuals.

The research studies have indicated that women have experienced discriminatory treatment in various types of employment settings, particularly in terms of pay. They are given less pay for the same job duties performed as compared to their male counterparts. Hence, the individuals in leadership positions are required to formulate measures and laws, which would render an important contribution in promoting empowerment opportunities among women. When women will be empowered, their mind-sets would get stimulated towards the implementation of job duties and responsibilities. Therefore, empowerment is the characteristic of effective leadership, which has proven to be favourable in developing motivation among women towards the implementation of all types of job duties and responsibilities.

Innovation

With the advent of technologies and advancements taking place in all types of organizations, it is necessary to bring about innovation. Hence, the leaders are required to generate information in terms of innovation. The utilization of these innovative methods would facilitate the implementation of job duties and activities in an efficient manner. Hence, leaders are required to conduct research to augment their knowledge and capabilities. Furthermore, getting engaged in regular practice would prove to be advantageous to a major extent. The leaders need to be

informative in terms of all the useful innovative methods that are needed to provide solutions to all types of problems and challenges in an appropriate manner.

The various types of innovative methods are, getting tasks done through utilization of graphs, charts, models, maps, structures, images, pictures, tools, machines, equipment and various types of technologies. The leaders need to be informative in terms of their job duties and methods and procedures that are needed to do well in jobs. The leaders are required to get engaged in regular practice to hone their proficiencies and capabilities. The individuals in leadership positions are vested with number of job duties and responsibilities. In some cases, they are cumbersome, but the utilization of innovative methods will enable leaders to do well and generate the desired outcomes. Therefore, innovation is a characteristic of effective leadership, which has proven to be encouraging on a comprehensive basis.

Teamwork

In all types of organizations, the leaders acknowledge the meaning and significance of teamwork. They put emphasis on promoting teamwork. The teamwork is referred to when various types of tasks and activities are carried out in a team. The team is formed of two or more individuals. The teamwork has proven to be advantageous to the members as well as to the overall structure of the organizations. The leaders need to be informative in terms of their job duties and responsibilities. Furthermore, there are methods and procedures that are needed to do well in their job duties. Teamwork has proven to be positive in developing motivation among workforce towards the implementation of various types of job duties and responsibilities. There are number of benefits of teamwork, i.e. augmenting knowledge, skills and abilities; generating information in terms of other cultures; alleviating work pressure; providing solutions

to various types of problems; overcoming impediments; augmenting enthusiasm towards the implementation of job duties; doing well in one's job duties; generating desired outcomes; achieving professional goals and carrying out the overall functioning of the organizations in an efficacious manner. The benefits of teamwork have been acknowledged by leaders and the other members (23 Leadership Characteristics, 2021). The recognition of the benefits is regarded as indispensable in augmenting teamwork. Therefore, it is understood in all types of organizations that teamwork is regarded as one of the indispensable characteristics of effective leadership.

Emotional Intelligence

Emotional intelligence is referred to the ability to monitor the emotions of oneself and others. When the emotions are monitored, in some cases, there is experiencing of negative emotions as well. Leaders are required to augment their knowledge and understanding in terms of measures and approaches to cope with negative emotions in an adequate manner. This characteristic of effective leadership has proven to be advantageous on a comprehensive basis. There are number of benefits of emotional intelligence, i.e. augmenting self-awareness, self-regulation and self-evaluation; honing social skills and interactive abilities; putting in efforts to one's best abilities; augmenting information in terms of pioneering methods; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; providing solutions to various types of problems satisfactorily; augmenting analytical and critical thinking skills; possessing the abilities to work under stress and promoting a normal mind-set. The acknowledgement of these benefits is necessary throughout the job duties of leaders. When the leaders are communicating and working with other members in a polite and respectful manner, when they exercise control on the psychological problems of anger, stress,

anxiety and frustration, it is stated that they possess high emotional intelligence. When there are occurrence of conflicts and disagreements, the possession of high emotional intelligence has proven to be advantageous to a major extent. Hence, it can be stated, high emotional intelligence not only needs to be possessed by leaders, but all the members, irrespective of their job positions in the hierarchy of the organizations. Therefore, emotional intelligence is one of the significant characteristics of effective leadership.

Measures required to enrich the Characteristics of Effective Leadership

The individuals in leadership positions are required to augment their knowledge and understanding in terms of measures required to enrich the characteristics of effective leadership. The internet is regarded as one of the indispensable sources that is making provision of information in terms of various aspects. The individuals are able to obtain answers to all the questions and clear their doubts. Furthermore, putting into operation effective communication processes with employers and supervisors would render an important contribution in enabling the individuals to enrich the characteristics of effective leadership (Characteristics of a Leader, 2022). Positivity needs to be reinforced within the course of putting into operation these characteristics. One of the important aspects that needs to be taken into account by leaders is, characteristics should focus on promoting well-being and goodwill of members and the overall structure of the organizations. Measures required to enrich the characteristics of effective leadership are, being well-versed in terms of job duties and responsibilities; utilizing pioneering methods; forming positive viewpoints in terms of various aspects; depicting the traits of efficiency and honesty; developing mutual understanding with others and leading to enhancement of the overall structure of the organizations. These are stated as follows:

Being Well-versed in terms of Job Duties and Responsibilities

The individuals in leadership positions are required to be well-versed in terms of job duties and responsibilities. These are numerous and leaders are required to take out sufficient amount of time for them. Furthermore, leaders need to be committed towards achievement of organizational goals and in leading to enhancement of the overall structure of the organizations. The methods, procedures, techniques, and approaches are the aspects which need to be put into operation in a well-organized manner. The individuals in leadership positions are vested with number of job duties and responsibilities. In some cases, they are cumbersome. The up-gradation of competencies will enable leaders in doing well in them and in generating the desired outcomes. Therefore, being well-versed in terms of job duties and responsibilities is regarded as one of the indispensable measures required to enrich the characteristics of effective leadership.

Utilizing Pioneering Methods

With advancements taking place in all types of organizations, it is necessary to make use of pioneering methods. Hence, knowledge, skills and abilities are required to be honed in terms of these. The utilization of these methods would facilitate the implementation of tasks and functions in an efficient manner. The various types of these methods are, grids, tables, reproductions, designs, images, pictures etc. The leaders are required to conduct research through utilization of various reading materials and technologies to augment their competencies and abilities. Furthermore, getting engaged in regular practice would prove to be advantageous on a comprehensive basis. The leaders need to be informative in terms of all types of useful strategies that are needed to provide solutions to all types of problems and challenges in a satisfactory manner.

Therefore, utilizing pioneering methods is one of the significant measures required to enrich the characteristics of effective leadership.

Forming Positive Viewpoints in terms of various Aspects

When the leaders acquire an efficient understanding of organizational goals, they will render an important contribution in doing well in their job duties and in generating the desired outcomes. They are required to form positive viewpoints in terms of various aspects. The reinforcement of positive viewpoints will enable leaders to think critically that they will have to form constructive viewpoints and put in efforts to their best abilities. In addition, cordial and amiable terms and relationships will have to be formed with other individuals. When the leaders as well as other members are overwhelmed by any types of dilemmas, they will be able to cope with them in an effective manner. Furthermore, these will be prevented from giving rise to impediments within the course of implementation of tasks and activities. Therefore, forming positive viewpoints in terms of various aspects is a vital measure required to enrich the characteristics of effective leadership.

Depicting the Traits of Efficiency and Honesty

The leaders need to identify the areas in terms of which improvements are required to be brought about. When they are making improvements or are bringing about transformations in various aspects, or are implementing other job duties, they need to depict the traits of efficiency and honesty. The leaders need to pay attention towards augmenting their knowledge, skills and abilities on regular basis. Furthermore, they need to possess an amiable nature and an approachable attitude. These factors would enable them to put into operation their job duties successfully and reinforce the traits of efficiency and honesty. One of the important aspects that needs to be taken into account is, tasks and functions need to focus on promoting

well-being and goodwill of members and the overall structure of the organizations. Therefore, it is well-understood, depicting the traits of efficiency and honesty is a crucial measure required to enrich the characteristics of effective leadership.

Developing Mutual Understanding with Others

In all types of organizations, there are some job duties, which are carried out on an individual basis, whereas, in case of others, individuals are required to work with others in co-ordination, hence, development of mutual understanding is regarded to be of utmost significance. The leaders are required to understand the feelings of others. Within the course of implementation of their job duties and responsibilities, the workforce is overwhelmed by number of problems and challenges. The various aspects in terms of which these take place are, methods, procedures, strategies, resources, technologies, materials and the overall environmental conditions. The leaders are required to understand these problems and provide solutions to them. Furthermore, development of mutual understanding is necessary throughout the job duties. Therefore, development of mutual understanding is a measure required to enrich the characteristics of effective leadership, which has been acknowledged by the members throughout their jobs.

Leading to enhancement of the overall Structure of the Organizations

Leading to enhancement of the overall structure of the organizations is regarded as one of the indispensable goals of leaders. In order to achieve this goal, there are various aspects that needs to be taken into account, i.e. being well-versed in terms of job duties and responsibilities; utilizing pioneering methods; forming positive viewpoints in terms of various aspects; depicting the traits of efficiency and honesty; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; implementing time

management skills; possessing an amiable attitude and an approachable nature; augmenting knowledge, skills and abilities and providing solutions to various types of problems. The reinforcement of these factors would contribute significantly in the achievement of this goal and in enriching the characteristics of effective leadership. Therefore, leading to enhancement of the overall structure of the organizations is a measure required to enrich the characteristics of effective leadership, which has been focused upon by leaders on regular basis.

Conclusion

The characteristics of effective leadership are regarded as fundamental to motivate and empower the employees towards the implementation of job duties and achievement of organizational goals. Characteristics of effective leadership are, morality and ethics, competencies and abilities, confidence, commitment, accountability, empathy, empowerment, innovation, teamwork and emotional intelligence. Measures required to enrich the characteristics of effective leadership are, being well-versed in terms of job duties and responsibilities; utilizing pioneering methods; forming positive viewpoints in terms of various aspects; depicting the traits of efficiency and honesty; developing mutual understanding with others and leading to enhancement of the overall structure of the organizations. Finally, it can be stated, when characteristics of effective leadership are reinforced, the leaders will render an important contribution in leading to progression of members and overall structure of the organizations.

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