SAMPLE       Leadership Observation Report

Module Name:  Leadership for Supervisors – Overview

Student Name:  Mary Smith

Observation Place:  XYZ Company

Date:  June 2009

Observation details:

After taking this course it became clear that I wanted to strengthen certain areas of my approach to leadership. I felt that I was able to be a well balanced leader for the position I am in, but the trick was demonstrating these qualities to those around me. I guess the trick was being a good leader not just in my mind but in practice.

Conclusion and recommendation:

Although certain aspects of leadership came naturally to me, there are a few that took some conscious effort. This was very important for me since I had to be able to retain workers while demonstrating that I was the right individual for the job.

I started leading regular staff meetings, which gave me the chance to hear their concerns as well as make my expectations clear. I also wanted to motivate our workers to succeed in their work. To do so I took various ideas from this course and put them into practice. I made an effort to ensure that they were well trained, respected, felt as though they were appreciated, and interested in the company’s goals. For some of the employees their goals could be aligned with the company’s goals. This made my job remarkably easy! All I had to do was take the time to get to know each employee. I now know what makes them tick, what their interests are, and what aggravates them about the job.

I really do have a greater appreciation for what my style of leadership is, but I am also aware that my style has to be tweaked in certain situations to maximize my effectiveness.