



Section 4: Leadership & Influence

Chapter 1 – Discovering Your Leadership Style

Everyone leads differently. Some lead with vision. Others lead with support, strategy, or action. Before you take the Leadership Style Quiz, let's reflect on what leadership has looked like for you so far - the moments that shaped you and the people who inspired you.

Goal:

To increase self-awareness around your natural leadership tendencies and identify opportunities for growth or adaptation.

Exercise: Leadership Reflection & Style Quiz

Reflect on your personal leadership experience:

A leadership moment you're proud of:

What happened, and what was your approach?

A time leadership felt hard:

What made it challenging

A leader you admire:

What do they do well, and what stands out about their style?

Now take the **Leadership Style Quiz**. For each of the following statements, rate how true it feels for you in a typical leadership situation:

1 = Not at all 2 = Rarely 3 = Sometimes 4 = Often 5 = Very true Be honest.

This quiz is about self-awareness, not perfection.

Statement	1	2	3	4	5
Transformational Leadership					
I communicate a strong, inspiring vision.	☐	☐	☐	☐	☐
I focus on long-term impact and purpose.	☐	☐	☐	☐	☐
I motivate others by connecting their work to a bigger picture.	☐	☐	☐	☐	☐
I challenge others to grow and innovate.	☐	☐	☐	☐	☐
Bold ideas and change energize me.	☐	☐	☐	☐	☐
Total (out of 25): _____					

Servant Leadership					
I actively listen and support team members' needs.	☐	☐	☐	☐	☐
I focus on creating a safe, trusting environment.	☐	☐	☐	☐	☐
I help remove obstacles so others can do their best work.	☐	☐	☐	☐	☐

I prioritize the well-being of the team over personal recognition.	☐	☐	☐	☐	☐
I lead through service, not control.	☐	☐	☐	☐	☐
Total (out of 25): _____					

Democratic Leadership					
I seek input from others before making decisions.	☐	☐	☐	☐	☐
I believe diverse opinions lead to better outcomes.	☐	☐	☐	☐	☐
I facilitate group discussions that include all voices.	☐	☐	☐	☐	☐
I'm comfortable slowing down to build consensus.	☐	☐	☐	☐	☐
I trust my team to help shape the way forward.	☐	☐	☐	☐	☐
Total (out of 25): _____					

Authoritative Leadership					
I step in confidently when direction is needed.	☐	☐	☐	☐	☐
I help others stay focused on what matters most.	☐	☐	☐	☐	☐
I provide structure and clarity during change or stress.	☐	☐	☐	☐	☐
I lead with a clear plan and vision for success.	☐	☐	☐	☐	☐
I'm comfortable making tough decisions when others hesitate.	☐	☐	☐	☐	☐
Total (out of 25): _____					

Coaching Leadership					
I enjoy helping others grow and reach their potential.	☐	☐	☐	☐	☐
I give regular feedback, and ask for it in return.	☐	☐	☐	☐	☐
I ask guiding questions instead of giving quick answers.	☐	☐	☐	☐	☐
I see mistakes as opportunities for learning.	☐	☐	☐	☐	☐

I care about both results and personal development.	☐	☐	☐	☐	☐
Total (out of 25): _____					

Laissez-Faire Leadership					
I give others freedom to figure things out on their own.	☐	☐	☐	☐	☐
I avoid micromanaging and trust people to deliver.	☐	☐	☐	☐	☐
I step in only when needed.	☐	☐	☐	☐	☐
I let capable people take the lead on their work.	☐	☐	☐	☐	☐
I value autonomy and self-direction in teams.	☐	☐	☐	☐	☐
Total (out of 25): _____					

Your Results

Look at your scores in each style:

- **Highest score(s)** → This likely reflects your dominant leadership style(s).
- **Close seconds** → These might be supportive or secondary styles.
- **Lower scores** → These could represent growth areas or simply styles that are less natural to you.

Use the space below to reflect:

My Top Leadership Style(s):

One strength of this style:

One potential blind spot:

One way I could stretch or adapt my style in my current role:

There's no one "right" way to lead. But understanding your natural style and how it's received is the first step to leading more intentionally. Keep your notes close, as you'll return to them as your leadership evolves.

Chapter 2 – Influence Without Authority

Influence isn't about job titles but trust, communication, and clarity. Influence starts with how you frame your ideas, whether leading a project, guiding a team, or just trying to get buy-in.

Goal:

To reframe the way you present ideas and build influence by focusing on shared goals, clarity, and benefits.

Exercise: Reframing for Influence

Step 1: Reflect on a past situation where you had to influence without formal authority.

What was the situation?

What worked well?

What didn't work or feel challenging?

Step 2: Reframe an idea using benefit-focused language.

Pick something you're trying to move forward (an idea, request, or proposal):

Original phrasing (how you'd normally say it):

Reframed version (using shared benefits or clarity):

How did your reframed version feel different to write, and how might it land differently?

Influence grows when people see what's in it for them - and how it aligns with what they care about.
Practice reframing your asks to create more trust and traction.

Chapter 3 – Motivating and Aligning Teams

High-performing teams share more than just a to-do list; they share purpose, trust, and motivation. And whether you're leading or collaborating, you can help shape that environment.

Goal:

Assess how aligned and motivated your team currently feels and take one simple action to strengthen that dynamic.

Exercise: Team Motivation Check

Think about a team or project you're involved in right now. Check where things stand:

Team Motivation Check	Yes	No	Needs Work
Is the shared goal clear to everyone?	☐	☐	☐
Do people feel safe speaking up or offering ideas?	☐	☐	☐
Are contributions regularly recognized and appreciated?	☐	☐	☐

Now, choose **one area to improve this week**:

- ☐ Clarify the goal or purpose
- ☐ Encourage input from someone quiet
- ☐ Give specific recognition or appreciation
- ☐ Other: _____

What will you do - and when?

Write a brief plan below:

Motivation isn't about grand speeches but everyday signals of respect, clarity, and appreciation. A small action today can shift the tone of the whole team.

Chapter 4 – Leadership Decisions & Conflict Navigation

Real leadership often shows up in moments of tension, when a tough decision or conflict is on the table. These moments don't require perfection. They need presence, clarity, and reflection.

Goal:

Build self-awareness about how you navigate high-stakes decisions and moments of tension, and use structured tools (like DECIDE or OODA) to strengthen your leadership response next time.

Exercise: Decision & Conflict Reflection

Think of a real situation where you had to make a tough decision or navigate a conflict. Use the prompts below to reflect on it.

1. Reflect on the Situation

What was the situation?

How did I show up in that moment?

What worked well in how I handled it?

What didn't go as planned, or feel challenging?

What would I do differently next time?

2. Revisit the Moment Using a Leadership Framework

Now walk through the situation again using **one** of the two tools below. Pick whichever feels most helpful for how your moment played out.

Option A: The DECIDE Framework

Use this to rethink the situation step-by-step.

D – Define the problem:

What exactly needed to be solved or decided?

E – Establish criteria:

What mattered most in this situation (e.g., speed, fairness, team impact, budget)?

C – Consider options:

What were the possible choices - even the less obvious ones?

I – Identify the best option:

Based on your criteria, which path made the most sense?

D – Do it:

What did (or could) taking action look like?

E – Evaluate the outcome:

What happened as a result, and what would you adjust?

Option B: The OODA Loop

Use this if the situation was fast-moving or emotionally charged.

O – Observe:

What did you notice in the moment - in yourself, others, or the environment?

O – Orient:

What context or values mattered? What factors shaped your decision?

D – Decide:

What choice did you make (or would you make now)?

A – Act:

How did you move forward - or how could you act next time?

Every difficult moment is a learning opportunity - if you're willing to reflect. Take one insight from this exercise and carry it into your next challenge.

What's one shift you'll make in how you lead under pressure?

Even small adjustments - a pause before reacting, a clearer decision-making process - can make a powerful difference in how you present yourself as a leader.

MIDPOINT REFLECTION

You've made it halfway through the course!

Let's pause to reflect on what's stood out so far and how it's manifesting in our daily work.

Goal:

Reflect on your progress and connect the dots between your explored skill areas.

Exercise: Halfway Progress Check-In

Complete this check-in:

Which section has impacted you the most so far, and why?

What's one change you've made in how you communicate, lead, or work with others?

What felt surprisingly relevant to your current role or goals?

Where are you still feeling challenged or stretched?

Now, set one personal intention for the second half of the course:

In the next few weeks, I want to grow in...

You've already made real progress. This reflection helps you carry that momentum forward with clarity.