### Introduction

## Learning to Lead

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You can learn how to be a successful leader in the business world starting right now. Your experiences on sports teams, in clubs, and even hanging out with your friends are all good practice for a future leadership position in the workforce. In this interactivity, click on each of the bars to learn tips to develop your leadership skills.

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## Be a Team Player

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While you can always count on yourself, recognize that everyone you are managing is talented and valuable. By assigning duties to others, or delegating, it shows you trust them to get their job done well.

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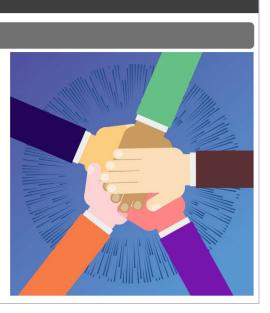


## **Find Other Leaders**

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Look for people at every level, even those you may not have noticed before, who can help meet goals, carry out strategies, and support projects.



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## Look to the Future

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Anticipate opportunities and challenges before they happen. Then prepare for them so you can move forward without straying from set goals.





## Take a Stance

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Before making decisions, be sure you have done research, collected all of the facts, and know everyone's perspective. Once you decide, however, stick with your position. If you find you have made a mistake, be thoughtful and reevaluate your choice.



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## Take Time to Reflect

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Being a leader is a lot of responsibility. Take time to think about your role as a leader. Are you fully present at work or does your mind drift elsewhere? Have you been honest and open with the people you manage? Have you encouraged your team to try new things and made it safe for them to fail? Have you given everyone enough support and training to succeed? Have you celebrated people's accomplishments and contributions?

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