

Essential Traits (Qualities) of an Effective Leader / Officer

I. Introduction

1. In all professions, top brass expects certain essential qualities in a candidate, as he/ she has to perform unexpected duties. Simply routine duties, any manager can perform, leadership traits are required, when situation is uncommon or in crisis, that too; not only satisfactorily but efficiently, effectively, cheerfully and expeditiously.

2. As we experience that in all walks of life, leadership traits are required at each and every step and have them and the quantum and number of these traits varies. None can have all the traits in full or can claim as *Maryada Purshottam*. These traits are inherited from ancestors and few are developed in a companionship or can be developed during the training. Those who possess and display are called Leaders and others are not.

3. **Definitions of Leadership.** Being covered in subsequent sessions. There are as many as 300 leadership traits one should possess and for the purpose of selection of an Officer for the defense services, a psychologist looks for these traits, so goes to any professional company or a business house. Hence, for the purpose of convenience, these traits are classified and sub-classified as below as **Leadership Traits as ABC-Z Traits** (as one of the classification of leadership, being covered in this lecture in brief and as many as 100 such traits would have been given).

II. ABC-Z Leadership Traits (50 /300 given)

<ol style="list-style-type: none"> 1. Ability 2. Alertness-physical and mental. 3. Appreciation befittingly. 4. Arriving at quick and appropriate decisions. 5. Boldness. 6. Bearing (examples of IPKF & 1st President). 7. Career-(self and of command) 8. Confidentiality. 9. Courage physical and 10. Courage- Moral. 11. Character# 12. Communication skill (clarity of thought). 13. Delegation of responsibility (definition). 14. Dependability (explain). 15. Enthusiasm @ with vision (<i>josh with hosh</i>). 16. Depth (subject matter) 17. Ethics and code of conduct. 18. Facing criticism cheerfully. 19. Flexibility with firmness as well. 20. God fearing (explain) 21. Honesty* (fair, free from fraud and uprightness). 22. Human understanding (empathy, 	<ol style="list-style-type: none"> 26. Integrity=uprightness & *honesty) and loyalty=being faithful) (differentiate). 27. Liveliness and loving. 28. Loyalty (towards country, command, community, that's unquestionable). 29. Marale (to be kept high) 30. Morals-ethics- values 31. Motivating (self and command). 32. Meticulous (Systematic, no <i>ad hocism</i>). 33. Noble (#high character, mind, thinking, ideas). 34. Pious (nearness from heart). 35. Resourcefulness. 36. Self-confidence. 37. Sense of justice and fairness. 38. Truthfulness (in life and profession). 39. Unselfishness. 40. X-ray (transparency). 41. Yield (ROI, results, productivity and not surrender or submission). 40. Wisdom (differentiate between intelligence & wisdom). 42. Zeal (fervour or keenness or @)
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not sympathy-differentiate). 23. Influencing ability. 24. Initiative (always right foot forward). 25. Jovial (In crisis)	
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III. Leadership Traits in specific with sub-classifications:

Intelligence/ Cognitiveness (06) 1. Basic intelligence. 2. Practical or effective Intelligence. 3. Originality, maturity and reasoning ability. 4. Organizational ability. 5. Arthmetical approach. 6. Rationality.	Possession of Sound Knowledge (06) 1. Common working K (CWK). 2. Professional K. 3. General awareness (sports, new developments around). 4. Social Quotient. SQ. 5. EQ 6. Reading habits and type of literature (All CEOs read 50 books a year).
Effective Power of Speech (06) (In details, being covered in lectures on Communication & Listening) 1. Communication skill. 2. Clarity of thought. 3. Listening habit. 4. Presentation/ displaying of K. 5. Art of holding audience. 6. Element of assertiveness.	Social Qualities (06) 1. Ability to mix up in the society. 2. Co-operative spirit and social adaptability. 3. Sense of responsibility and duty. 4. Hobbies. 5. (SPACE- in separate lecture on SI). 6. Emotional maturity.
Physical Fitness, Stamina, Determination and Courage (06) 1. Physical health and capacity to work for long hours. 2. Determination to attain objectives. 3. Physical courage and moral courage. 4. Appearance. 5. Smartness. 6. Handsomeness (<i>Bheeshampitamah</i> way)	IV. Some do's and don'ts for the Candidates- in an Interview (details shall be covered in various MDPs or PDP's G. D. and Interview seminars) 15. Thorough preparation- only way to success. 16. Self-confidence, through out. 17. Display natural enthusiasm and interest, by way of your facial expressions and answering techniques. 18. Show interest in the company and tactfully relate your achievements to company's job specifications. 19. Show analytical skills- frame answers carefully, comment on pros and cons, practical short and long term benefits. 20. Your dress, the mode of wearing it and your gait. 21. Mental alertness. 22. Good habit of listening and understanding the questions. ***
..... 7. Cooperativeness with the Board and give your best. 8. Speed and accuracy 10. Don't bluff the in an interview. 11. Don't be disheartened. 12. Don't use jargon/ slang; like "yeah, bandie," etc. 13. Don't talk too fast, thus showing nervousness. 14. Remember, failure is the first step of success.	