

# Individual Characteristics of the IT Leader

(Modified from SRHS Leadership MOSAIC 2003-2004)

## The IT leader is:

- Aware
- Open-minded
- Reflective
- Organized
- Responsible
- An effective communicator

## Aware

- Stays on top of things
- Is efficient
- Keeps thought flow and speech in order
- Is composed
- Manages time well

## Open-minded

- Works through disagreements
- Pays attention to the speaker
- Considers all points of view and ideas
- Maintains control of anger level, tone and harshly-intended remarks
- Gives and receives constructive criticism
- Does his/her best to see things from a different perspective
- Shows skill in dealing with difficult or delicate situations, keeping others' feelings in mind.

## Reflective

- Gives feedback
- Summarizes effectively

- Stays focused
- Asks questions for clarification

### Organized

- Stays on top of things
- Is efficient
- Keeps thought flow and speech in order
- Writes down all assignments
- Manages time well

### Responsible

- Is on time
- Does his/her work
- Takes initiative
- Stays on task
- Stays on top of things
- Helps others
- Follows through with what he/she begins
- Puts forth effort to go above and beyond minimum
- Uses good judgment
- Sets a good example for others

### An effective communicator

- Gives everyone a chance to speak
- Listens before speaking
- Has good social skills
- Presents ideas clearly
- Articulates
- Speaks at an appropriate volume
- Presents self with composure
- Avoids vague words
- Stays on topic
- Breaks things down on everyone's level
- Controls thought flow and speech
- Pays attention to speaker(s)
- Shows skill in dealing with difficult or delicate situations, keeping others' feelings in mind

