



## 4 leadership skills for everyone

**Regardless of your position at your organization, you can learn how to be a leader by practicing these four important leadership skills:**

- 1. Practice continuous improvement.** Leaders strive for ways to improve themselves and the situations around them. Not only does professional development keep our skills sharp; it shows others that we're engaged and invested in being our best.
- 2. Listen with focused intent.** Listening is more than paying attention to what is being said; it involves being present and showing you care. Often called active listening, engaging to understand another person's perspective ensures everyone's point of view is respected. Listening also means paying attention to the things that aren't being said.
- 3. Foster teamwork.** Leaders are often service-driven. They understand that a part of leadership is serving the team and wanting what's best for the mission—it's not about them. A leader who recognizes individual contributions lets everyone know that going the distance means going together.
- 4. Be curious.** Leaders don't pretend to have all the answers; they're often the first to recognize how much more they need to learn. Leaders constantly seek new information, insights, and perspectives. They find satisfaction in considering ideas to make sound decisions. If you don't understand what's being said, just ask.



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