Indiana
Department of Local Government Finance

Committed to a fair and equitable property tax system for Hoosier taxpayers.

Management and Leadership

Mary Jane Michalak

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What is a leader?

Topics in Leadership

- Attitude
- Support
- Motivation
- Responsibility
- Communication

Attitude

Attitude

- Have a sense of humor
- Smile
- Know how to be humble
- Have confidence

Support

Support

- Respect
- Encourage and affirm
- Help your employees
- Get to know your team members personally
- Correct and teach them

Motivation

Motivation

- Reward
- Discuss future opportunities
- Promote from within if possible
- Manage tasks, not individuals
- Publicly praise
- Set reasonable objectives

Responsibility

Responsibility

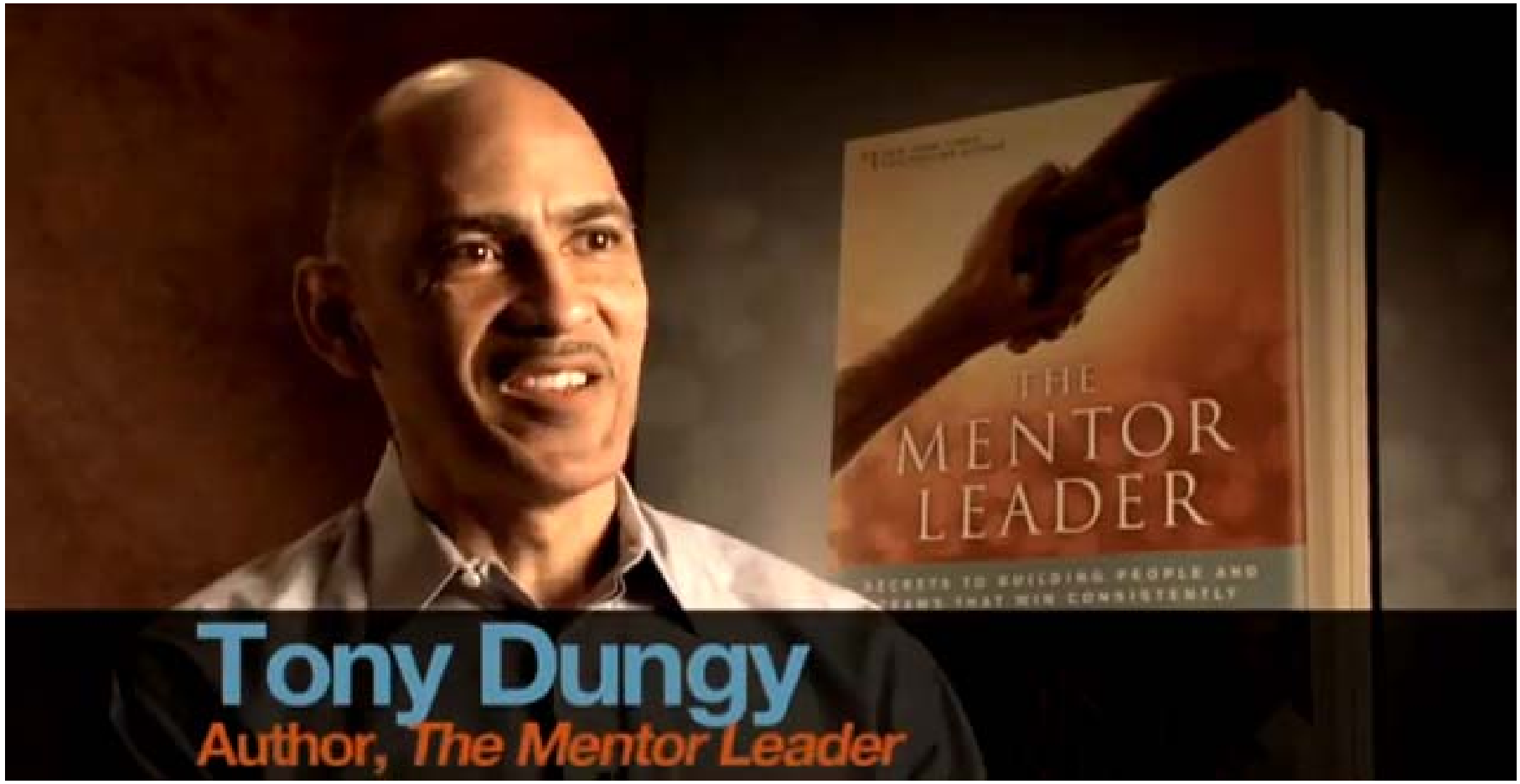
- Expectations
- Be a critical thinker
- Maintain integrity
- Stay organized
- Be available

Communication

Communication

- Have a vision
- Seek opportunities to relay vision
- Articulate the vision repeatedly
- Listen to others ideas
- Incorporate feedback into plan to achieve vision

Communication



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Resources

- Drucker on leadership: New lessons from the father of modern management
  - W. A. Cohen
- Leadership Secrets from the Executive Office
  - George Hathaway
- The Top Ten Mistakes Leaders Make
  - Hans Finzel
- Quiet Strength
  - Tony Dungy