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The Art of Leadership, Communication Skills, and the Importance of People

Introductions



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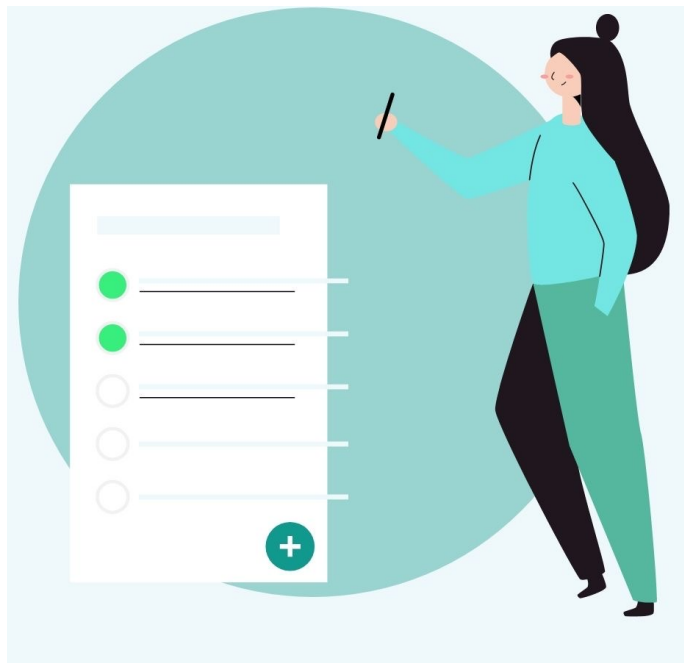


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Objectives



Leader Roles and Styles

Clarity of Communication

Building a Cohesive Team

Unlocking Team Potential

Sense of Community

Navigating Challenges

Role of a Leader

- Define a Vision
- Develop Expectations
- Set Goals and Strategies
- Manage Ambiguities
- Take Responsibility to Act
- Mentor Staff



Styles of Leadership



- Directive
- Participative
- Delegative



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Common Characteristics of Leaders

Humanity

Humility

Integrity

Respect

Openness

Generosity

Adaptability

Communication is essential for an effective leader, regardless of leadership roles, styles, and characteristics.

Clarity in Communication

Who is the sender of the message?

Who is the receiver/audience?

What form of communication will you use?

What is the best style given the topic?

How many times should it be communicated?

Building a Cohesive Team

Good leaders build good teams through:

1. Open and Direct Communication
2. Leveraging Leadership Styles
3. Clarity and Consistency with Goals
4. Setting Office Expectations



Unlocking Team Potential



1. Aligning duties with staff expertise
2. Investing in the cultivation of future leaders
3. Generating opportunities for creation and success
4. Being unafraid to fail

Persistence in Pursuit of Goals

1. Recognize short-term wins
2. Focus on long-term goals
3. Be consistent
4. Be realistic
5. Actively manage
6. Communicate. Communicate. Communicate.



Empowering Your Team

Good leaders empower their teams:

- Trust and delegate
- Encourage autonomy and personal growth
- Reward staff initiative
- Recognize that individuals take different paths



Creating a Sense of Community

A sense of community is achieved with:

1. Civility
2. Respect
3. Kindness
4. Communication



Navigating Challenges

1. Staff Expectations
2. Institutional Support
3. Regulatory Escalation
4. Multiple Work Environments
5. Competitive Compensation



Fighting Burnout

Honeymoon
Phase

Onset of
Stress

Chronic
Stress

Burnout

Habitual
Burnout



Simple Strategies for Success in Research Administration

Use the Telephone

Take Responsibility to Act

Don't be Afraid to say "I don't know"

Remember your Priorities

Beware of the Seduction of Power

No One Knows Everything

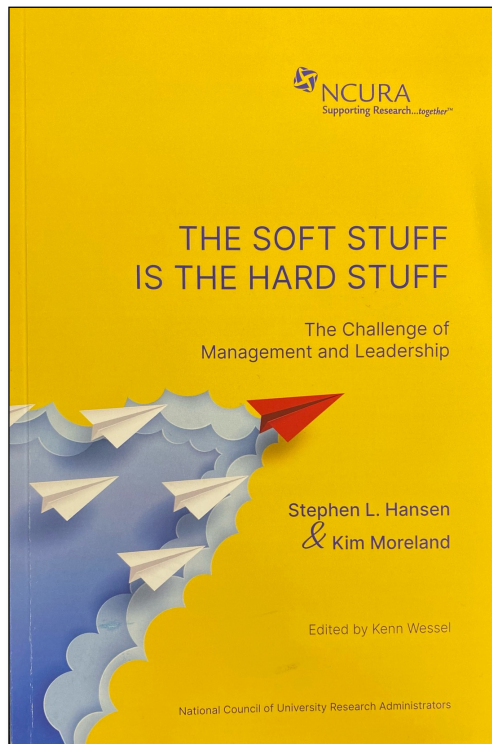
Meet People In-Person

Provide Opportunities for Professional Growth

Encourage Networking

Avoid saying "Absolutely Not"

The Soft Stuff is the Hard Stuff



The skills needed to address the soft stuff are qualities that are essential attributes of leadership regardless of one's position in an institution's organization.



THANK YOU!

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