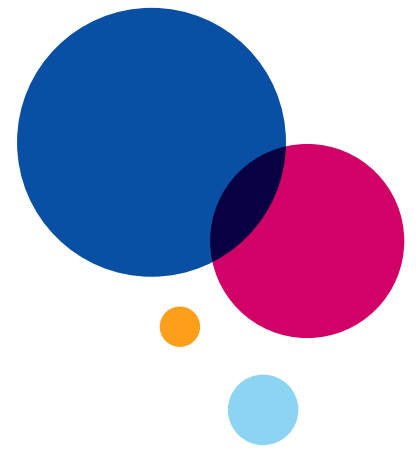


# This is leadership



Now let us move on to the topic of leadership, which is an important part of being an employer. We all have some idea of what leadership is and is not.

First, let's find out what your conceptions are about leadership.

Next, we present some statements related to leadership. Think about which statements you believe are part of good leadership in an employment relationship with a personal assistant.

- Leadership is helping the assistant to perform well in their tasks
- Leadership is listening, making decisions and bearing responsibility
- Leadership includes being responsible for a good work atmosphere
- Leadership demands assertiveness
- Leadership is monitoring the assistant's actions and conduct.

Thank you for giving thought to these statements!

Actually, all of these traits are part of good leadership in a personal assistance employment relationship.

Leadership is a role you take on when you become an employer. So boldly embrace the role!

Although it may seem difficult, when it comes to leading a personal assistant, you can maximise your chances of success by assimilating a few key virtues.

Read about these virtues in more detail.

## I help my assistant perform well

The goal is a smooth everyday life. That is not possible without smooth co-operation between you and your assistant.

This means not treating your assistant like a servant, but instead like a person who also wants day-to-day matters to run smoothly.

## I listen, make decisions, bear responsibility

Acting as the director in the employment relationship is a perpetual duty: it is an identity, state of mind and role that you must embrace.

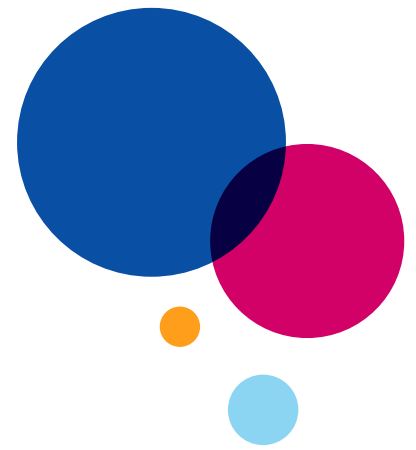
You can't have the answers to every question – nor are you even supposed to! But as a director you are in a key position to find answers.

Think about how you can guide joint activities to solve problems.

## I create a good work atmosphere

As an employer, you bear responsibility for helping your assistant learn and develop – starting with their orientation!

Be sure to also take care of the working conditions and occupational safety (e.g. in terms of protective equipment and cleanliness).



## I can be appropriately assertive at times

Leadership also demands assertiveness – making decisions and advancing your own goals.

In an employment relationship, you must take the other person into consideration, but you as the employer ultimately make the decisions and determine how they are to be implemented.

For instance, you can give a written warning about misconduct, but you must follow a strict procedure in order for it to be valid.

## I keep track of my assistant's actions and conduct

As the employer and leader, you must know what is going smoothly and what areas might need to be addressed in a discussion.

This will only work if you keep track of your employee's actions and conduct.

Be observant, and bring up areas in need of development boldly and in a friendly manner. Try to solve problems together.