

Leadership vs Management Study Guide

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Leadership vs Management". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – Leadership vs Management

Management and Leadership are two distinct functions within an organization which frequently overlap. Not every leader is a good manager and not every manager is a good leader. Both qualities are needed in a successful organization and it's okay if they are distributed among more than one person. Some people will have strengths in both areas while others will excel more in one than the other. What is important is understanding the difference between the two and to know where you fit in best. In this course, we will look at what makes a great manager and what makes a great leader, as well as the similarities and differences between the two roles.

Learning Objectives – Leadership vs Management

By the end of this course, you will understand the following:

- Understanding the difference between Leadership and Management
- Understanding the role of a Manager
- An Overview of Mintzberg's 10 Management Roles
- Understanding the role of a Leader
- The 6 E's of Leadership

Leadership vs Management Study Guide

Management and Leadership Overview

"Management is doing _____; leadership is doing _____" – Peter F. Drucker

Manager vs Leader

Manager	Leader
<ul style="list-style-type: none">••••••••••••	<ul style="list-style-type: none">••••••••••••

Video Notes

Leadership vs Management

Study Guide

Journaling Activity - Management and Leadership Overview (5 min)

Mintzberg's 10 Management Roles

Role
Interpersonal roles
1.
2.
3.
Informational roles
4.
5.
6.
Decisional roles
7.
8.
9.
10.

Leadership vs Management

Study Guide

Video Notes

What Does It Take to Be a Truly Great Manager?

Functions of a management role include:	
<ul style="list-style-type: none">••••••••••	<ul style="list-style-type: none">••••••••••

Leadership vs Management

Study Guide

Journaling Activity - What Does It Take to Be a Truly Great Manager? (2 min)

The Role of a Leader

In the modern workplace, people want to be _____, _____, _____, and recognized as _____. In addition, they also want their work to be infused with a sense of _____ and collective _____.

The 6 E's of Leadership

#	Leadership Practice	Notes
1.		
2.		
3.		
4.		
5.		
6.		

Leadership vs Management Study Guide

Journaling Activity - The Role of a Leader (2 min)

What It Means to Be a Great Leader

Discussion Questions

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. In your organization are the roles of manager and leader occupied by the same people or different people? Is there any overlap?
2. Discuss what you see as the major differences between being a manager and being a leader.
3. What are the similarities between the two roles? What are some areas where they are less distinct?
4. What are the management and/or leadership skills that you would like to develop in yourself after studying this course? How can you take the next step?