Leading

A person with leadership skills has the ability to motivate others to be effective and to develop, take responsibility for themselves and others, and be able to manage, coordinate and delegate effectively. Leadership qualities are necessary in all roles, not just leadership positions. It means that you can take initiative, plan ahead accordingly and delegate effectively. You can work effectively in a team to inspire and motivate others to carry out tasks positively and achieve common goals.

The ability to lead incorporates:

- **Inspiring others** - The ability to energise and create a sense of direction, purpose, excitement and momentum
- **Influencing** - Working to gain the agreement of others to a particular course of action
- **Motivating others** - Encouraging others to achieve goals, accomplish tasks, and complete objectives
- **Developing others** - The ability to coach and constructively review the work of others to improve and advance their skills, knowledge and performance level
- **Change catalyst** - Having the ability to ignite change

How can I develop leadership skills on my course?

Students can demonstrate and develop leadership by:

- Taking a leadership role as a course rep and setting achievable goals for the year, or volunteering to organise a one-off event or initiative
- Offering to lead a group project on your course, by coordinating timescales, delegating tasks and sharing ideas
- Collaborate with students and academic staff by representing your School, Department or Course as an Academic Rep and create positive changes to the educational experiences of students across the College
- Taking a leading role in the presentation you have to deliver to your peers shows you can influence an audience and hold authority. Presenting also demonstrates your ability to choose engaging language, persuade others, edit information and use technology like Microsoft PowerPoint.

How can I develop leadership skills outside of my course?

- Join a sports team as this could open up leadership opportunities and the possibility for you to influence others in order to succeed.
• Think about ways you can be a team member who exhibits leadership skills in a part-time job or internship, for example by offering to train other members of the team, leading by example and listening and responding to any issues they might have.
• Visit the Enterprise Hub in the EWD building where you can inspire and motivate others with your entrepreneurial business ideas.
• Join a volunteering team and think of ways you can review the work of others to improve and advance their skills, knowledge and performance level.
• Become an active member of a student society, or create your own!
• Consider joining the team of student ambassadors who represent and promote Royal Holloway to prospective students and schools.
• Develop your ability to lead by taking part in a virtual internship programme
• Look for talks on Leadership and Influencing on Ted Talks

How do people use this skill in the workplace?

Royal Holloway graduates have used leadership skills as:

• A Management Consultant, helping business to identify and implement profitable strategies
• A Teacher, leading lessons for multiple year group
• A Market Research Executive, leading a customer focus group
• A Librarian, leading on the sourcing of a new collection for a university library

How will employers assess my leadership skills?

If you are applying for a role that requires leadership skills, the job description could state that they are looking for someone who is ambitious, inspires others, instigates change, is a good team player and is adaptable. Make sure you can demonstrate these skills on your CV. You may also be asked specific questions on an application form or in an interview which are designed to assess your leadership skills.

Examples of questions that could be asked include:

• Through competency-based application and/or interview questions designed to find out whether you have used skills in the past, such as ‘Tell me about at a time when you demonstrated leadership’.
• Through strengths-based application and interview questions, such as ‘Do you prefer taking a big picture view or concentrating on the details?’
• Through scenario-based interview questions, such as ‘If you were a manager of a team and one of your team members were underperforming, how would you handle it?’
• During graduate assessment centres, you may be asked to take part in a role play exercise in which you are required to show management abilities – you may be asked to mediate between two colleagues who have fallen out.
If you’d like to get some help with structuring your answers for application forms or interviews, visit the CVs and interviews section of the [Careers Moodle](#) site.

[ShortListMe](#), [Graduates First](#) and [eCareersGrad](#) are available on the Moodle page to help you practice interview skills, case studies and psychometric tests.

For more ideas on how you can ‘sell’ your skills on your CV then please watch our [VIDEO CV workshop series, Part 3: Selling your 'Skills' on your CV (panopto.com)](#)

If you are applying for a placement or graduate scheme and are invited to an assessment centre, it’s very likely that you’ll be assessed on your ability to show leadership through games based assessments, psychometric tests, group exercises and interview questions. You might be given a case study to analyse or a group activity to complete. Assessors will want to see a range of leadership skills such as asking thought-provoking questions; being proactive; listening to others and taking their ideas on board as well as motivating others and inspiring change.

If you’d like to practice a group activity keep an eye out for the Mock Assessment Centre workshops that run during the Autumn and Spring terms. These will be available to book via [The Careers Portal](#).

You can make an appointment to speak with one of our Careers Consultants via the [Careers Portal](#) where we can give feedback on your CV or application or help you to prepare for interviews and assessments, as well as help you think about your career options.