Every organization needs both leaders and managers. Leaders are needed to light the future way and to inspire people to achieve excellence. Managers are essential to ensure that day-to-day operations run smoothly and the assets of the company (both human and physical) are cared for and protected. It is possible for a person to have both leadership and management skills.

**Leaders…**

1. Consider relationships with other people important. They also consider the values of the company and commitment to the vision important.

2. Create and explain vision – what the organization can accomplish in the future.

3. Move the organization in new directions and is not satisfied with things always being the same.

4. Communicate the purpose of why we do things.

5. Are not afraid to make a change and “take a chance.”

6. Help people understand that their work is important.

**Managers…**

1. Consider organization and controlling resources important (Buildings, equipment and people.)

2. Pay attention to accomplishing short-term goals and objectives.

3. Think about using the things which are already in place and making them work well.

4. Communicate orders, policies and procedures.

5. Act carefully and are often afraid of making changes.

6. Give attention to people fulfilling their responsibilities at the job.