

The Difference Between Leadership and Management:

Concepts, Purpose, and Examples



- Leadership and management are complementary skill sets, not competing labels



- Managers influence 70% of team engagement variance



- Purpose: clarify concepts, distinct purposes, and practical examples



- Learn to diagnose over-managing and under-leading patterns



- Build a 30–60 day personal development plan



> Why the Distinction Matters for Managers



- Managers drive ~70% of team engagement variance



- Management is a major performance lever, not paperwork



- Over-managing breeds compliance, disengagement, stagnation



- Leading without managing: inspiration, but unreliable delivery



- Urgent operations crowd out vision, coaching, development



Defining Leadership



- A process of influence toward shared goals



- Builds commitment, meaning, and direction



- Focuses on people, not positional authority



- Expressed through behaviors—
problem-solving, vision, support



- Leadership can be learned—it's what
you do, not who you are



Defining Management



- Process of planning, organizing, leading, and controlling resources



- Focuses on systems, processes, resources, and accountability



- Core functions: setting objectives, staffing, coordinating, monitoring



- Reduces uncertainty and creates order for consistent results



> Concepts That Separate Leadership from Management



- **Direction vs. execution:**

Leaders set direction; managers build plans and allocate resources



- **Change vs. complexity:**

Leadership copes with change; management copes with complexity and order



- **Influence vs. authority:**

Leadership relies on trust; management relies on formal authority



- **Right things vs. things right:**

Leaders focus on direction; managers on efficiency

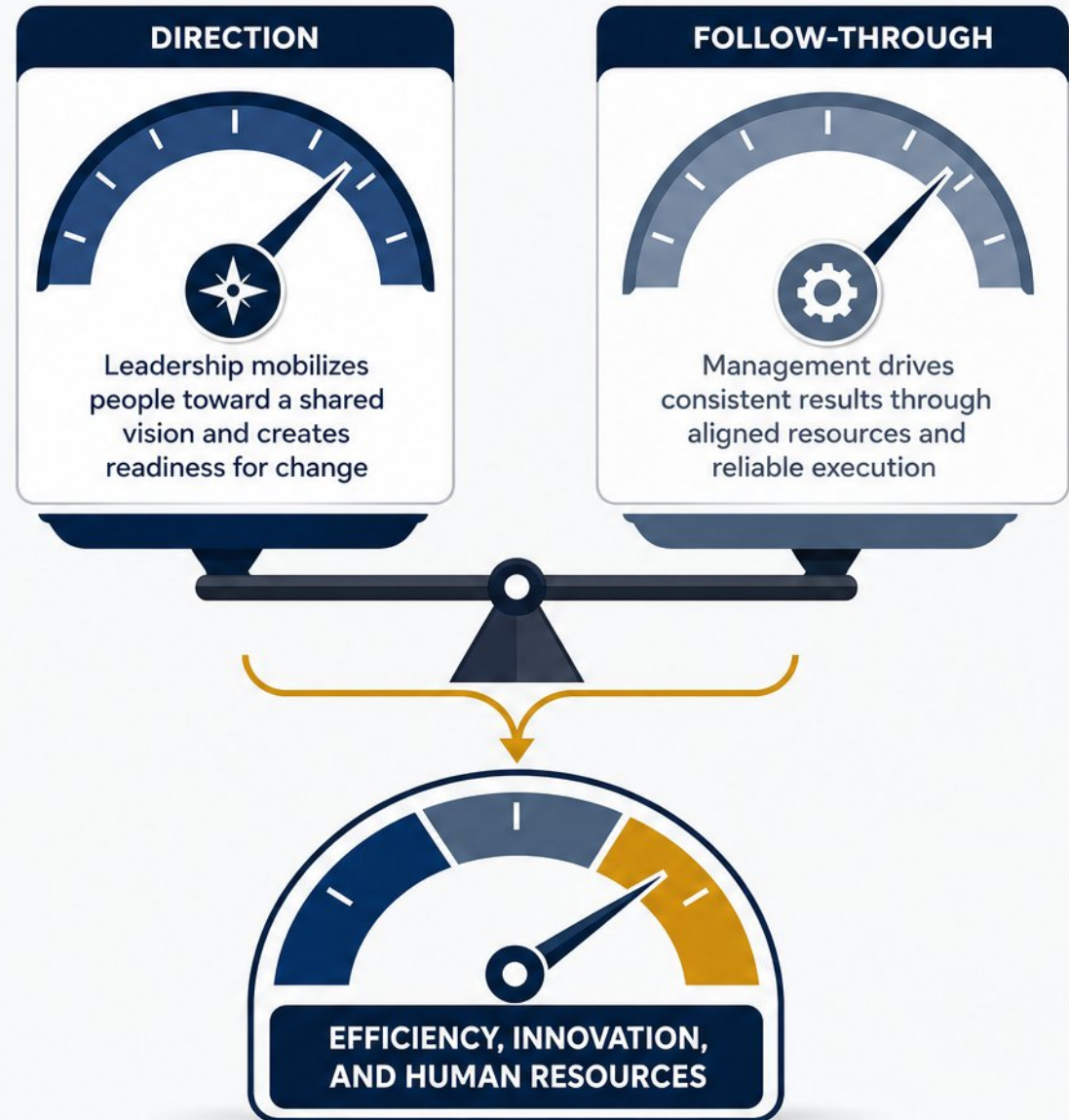


- **Long-term vs. short-term:**

Leadership sees future possibilities; management ensures near-term delivery

Purpose and Outcomes

- Leadership mobilizes people toward a shared vision and creates readiness for change
- Management drives consistent results through aligned resources and reliable execution
- Both jointly affect efficiency, innovation, and human resources
- Neglecting one side causes loss of direction or follow-through



Leadership and Management in Everyday Work



- ✓ - Same manager switches modes within a day or conversation
- ✓ - Lead when purpose is unclear or commitment is wavering
- ✓ - Manage when execution is complex or deadlines are fixed
- ✓ - Ask: Is the problem about people commitment or system reliability?

Workplace Scenarios: When to Lead



- **Falling behind:** reconnect the team to purpose before adding pressure.



- **Disengaged star:** focus on career goals, meaning, and future fit.



- **Strategic shift:** help the team understand the change's meaning.



- **Quality crisis:** offer calm, honesty, and confidence.



Workplace Scenarios: When to Manage



- **Deliverable slips:**
renegotiate deadlines,
reassign tasks, contain
breakage



- **Disagreement on ownership:**
clarify decision rights
immediately, then address
structure



- **Compliance or quarter-end:**
sequence work,
allocate resources,
monitor closely



- **Recurring process failures:**
analyze root causes,
adjust workflows,
add tracking





One Manager, Both Modes: Case Example

- Blend a disciplined management cadence with psychological safety and clear purpose
- Example: Weekly business plan reviews with honest red-flag reporting—control plus trust
- Imbalance risk: Metrics-only pressure raises output while morale and retention fall
- Analyze cases: What leadership action? What management action? What was missed?



Recognizing the Cost of Neglecting One Side



- **Leadership without management:** chaos, missed deadlines, unsustainable pace



- **Management without leadership:** bureaucracy, low engagement, risk aversion



- **Personal patterns:** avoiding feedback or inspiring without clear expectations



- Treat leading and managing as situational verbs, not fixed identities



Assessing Your Current Balance



- **Audit your calendar:** tag meetings as manager mode or leader mode



- **Ask:** When did I focus on vision vs. planning and execution?



- **Spot patterns:** avoiding feedback, hoarding work, canceling one-on-ones



- **Goal:** a deliberate balance, not a perfect 50/50 split



Practical Behaviors to Strengthen Leadership



Ask before answering: coach with questions like "What have you tried?"



Communicate the why: link daily work to purpose, especially during change



Develop people deliberately: hold development talks, hand over meaningful work



Model trust and safety: admit uncertainty, invite dissent, respond to mistakes with curiosity



Practical Behaviors to Strengthen Management



- Set clear expectations in writing: outcomes, owners, deadlines



- Protect a predictable rhythm of one-on-ones and team reviews



- Delegate outcomes and authority, not just tasks



- Address problems early with timely, specific feedback



- Track progress with metrics and after-action reviews

OUTCOMES	OWNERS	CHECKPOINT RITUAL



Key Takeaways and Your 30–60 Day Action Plan



Leadership sets direction; management ensures execution; both are essential



Switch deliberately between leading and managing based on each situation



Audit your week: tag meetings as manager mode or leader mode



Practice one leadership behavior and one management behavior



Protect 90 minutes weekly for direction-setting and development



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