



Management Versus Leadership

When to Lead and When to Manage?

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Bonnie Ann Dowd, Ed.D, MBA, CMA

Managing versus Leading

- ▶ Think about a manager or leader you admire.
- ▶ Why?
- ▶ Define what it means to be Manage?
- ▶ Define what it means to be a Leader?
- ▶ What is the primary difference between the two?

Getting Ready

- ▶ Knowledge & Preparation
- ▶ Hard & Soft Skills Required
- ▶ Transactional, Transformational & Servant Leadership
- ▶ Professional Work Ethic & Performance
- ▶ Character & Emotional Intelligence
- ▶ Work Life Balance

Knowledge & Preparation

Managers and Leaders need to possess basic technical skills:

- ▶ Accounting, Budgeting, Business, Finance
- ▶ Laws & Regulations impacting CA community colleges
- ▶ Accreditation Requirements
- ▶ Enrollment, Student Services
- ▶ Facilities & IT
- ▶ People Management

California Community College Critical Elements

- ▶ California Education Code
- ▶ Participatory Governance & Constituency Relationships
- ▶ Collective Bargaining
- ▶ Political and Civic Community
- ▶ Diversity, Equity, Inclusion, Accessibility & Social Justice
- ▶ Funding Formulas, Restricted Funds, Student Needs & Success, Budget Constraints, Economic Uncertainty
- ▶ Administration, Faculty, Classified Professionals

Soft Skills

- ▶ Success in the workplace requires more than just technical expertise and knowledge. Examples of soft skills that are essential to your success:
 - ▶ Communication - ability to convey messages in a clear and compelling way and ability to understand needs of others
 - ▶ Leadership - ability to inspire and influence to achieve shared goals and objectives
 - ▶ Teamwork - collaborator able to bring others together toward a shared goal
 - ▶ Creativity - think out of the box, risk taking and able to embrace ambiguity and uncertainty
 - ▶ Time Management - requires discipline and ability to set priorities, organize tasks
 - ▶ Adaptability - able to adjust to changing circumstances
 - ▶ Problem Solving - ability to come up with alternative solutions
 - ▶ Work Ethic - consistently “showing up” and accountable for own actions
 - ▶ Critical Thinking - approach challenges with strategic and analytical mindset and ability to consider multiple perspectives
 - ▶ Conflict Management -ability to address disputes constructive and effectively
 - ▶ Emotional Intelligence - able to recognize and understand own emotions and those of others

Personal Credibility & Character

- ▶ Deliver Successful Transactional functions - Consistently
- ▶ “We” rather than “I” mindset
- ▶ Listen First, Speak Last
- ▶ Command don’t Demand Respect
- ▶ Don’t be Afraid to be Vulnerable
- ▶ Be your Authentic Self
- ▶ Maintain Work-Life Balance