



Step[s]

Into
Leadership

A Leadership Guide
By Samantha Peterson

The BYU-Idaho mission statement states “Brigham Young University-Idaho was founded and is supported and guided by The Church of Jesus Christ of Latter-day Saints. Its mission is to develop disciples of Jesus Christ who are leaders in their homes, the Church, and their communities.” This project is centered around what leadership is and how to become a better leader, especially as we leave BYU-Idaho and go on to become new leaders in our places of business, church callings, and home responsibilities. (BYU-Idaho, 2001)

The purpose of this guide is for any BYU-Idaho student stepping into a new role as a leader to take it and apply it to any organization they are asked to lead.

Introduction

You are being asked to lead. Whatever it may be that you are leading big or small, might seem daunting but with the right tools in your toolbelt you will be able to figure it out.

“Humble leaders are aware of their shortcomings and are eager to listen and learn” - Rebecca Craven

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

-John Quincy Adams

“The Greatest Leaders Are the Greatest Followers”

-Stephen W Owen

“A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be.”

-Rosalynn Carter

Leadership Styles

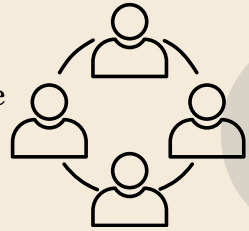
When stepping into leadership start off by understanding your leadership style. This self-awareness will help you know what your natural inclinations are. With this knowledge you are also able to adjust and better react and lead.

Democratic Leadership.

>Everyone should have a say<

Pros: Creates transparency and understanding. Builds ownership and encourages others to take responsibility for their actions and projects.

Cons: Takes more time. Decision overload may start to creep in.



Autocratic/authoritarian Leadership.

>One leader, they make the decisions<

Pros: The process is fast with one decision, little back and forth. High pressure situations can be easily and quickly handled.

Cons: If there is failure there is one clear person to blame. Limits creativity. Can create animosity between the team.

Coaching Leadership.

>Leader helps by providing feedback to improve performance<

Pros: Positive work environment, Close connection and communication between colleagues, encourages free exchange of ideas.

Cons: change can be slow, some people may not take or give constructive criticism well, takes time and energy.



Visionary Leadership.

>Leaders inspire others with long term goals and plans.<
Often, this is common in start-ups and sales companies

Pros: Encourages strong communication. Gives employees clear outcomes and direction.

Cons: Details can get lost, passion can outweigh the work and desire the team wants to put in.



Pacesetting Leadership.

>Leaders set goals and objectives for the team.<

Pros: Issues are quickly addressed, and leaders work hand-in-hand with colleagues to achieve goals

Cons: Micromanagement can occur.

Laissez-Faire Leadership.

>Translates to “let it happen”.<

Members of the organization mostly make their own decisions without a lot of oversight.

Pros: Reduced feelings of micromanagement.

Encourages growth and free flow of ideas.

Cons: It is easy to feel isolated in this environment. Lack of motivation may occur.



Bureaucratic Leadership

>Specific chain of command with a formal leader and hierarchy.<

Pros: A clear understanding of rules, regulations, duties, and expectations.

Cons: Leadership can be inflexible. All decision making has to be done by the leader which can cause backup or make the leader overly busy.



Servant Leadership

>Leader listens to others, seeking to build conflict resolution.

The leader is primarily there to serve.<

Pros: Encourages a unified supportive work environment of trust and respect.

Cons: Takes time, Leaders can get distracted from goals and important tasks.



Welcome To Your New Organization

“You never get a second chance to
make a first impression.”

– Will Rogers

Your first three months must be your first impression.

Often your first 90 days are seen as an important time to really set the foundation for your leading the organization. In some situations, you will only have 90 days to lead the organization so it is your time to make the most of your leadership opportunity.

Steps For Success in Your First 90 Days

1

Learn and observe.

The members of the organization are trying to find out if they can trust you and if you will support them.

2

Ask all the questions.

There is nothing wrong with asking questions about your organization. Learn what you can and use it to improve.

3

Get To Know People.

Knowing details and names will make a world of a difference to the people you are trying to impress and lead.
“Remember that a person’s name is to that person the sweetest and most important sound in any language” -Dale Carnegie

4

Plan Out Your 90 Days

Figure out your goals and plans, things you want to accomplish in the beginning of your time in the organization.

5

Identify gaps

Find what changes you feel need to be made in the organization. You have the chance to make those improvements.

Building Your Team

Another important aspect of your first 90 days is building your team-this is a crucial step. You want to do this very early within your time in your new role. Your leadership team will be paramount to your success.

Within your first 90 days part of your focus should be on getting to know the people already within the organization. This will help you build your team and surround yourself with the best people to drive your organization forward. (Colin, 2025)

You do not want to immediately come into an organization and start firing people, releasing them from callings, or asking them to step down from leadership positions.

It is imperative to establish trust and camaraderie with the people you are leading.

Form an environment where members of your team are able to be honest and share their thoughts and feelings about the organizations and how you can handle it.

Be sure to set boundaries and ground rules within your team. They have gone through much change. While unfortunate, but still possible, there may have been wrongful circumstances resulting in the change of the organization. The members need stability and something they can count on. (Groeschel, C. & Dr. Chasteen, J., 2024)

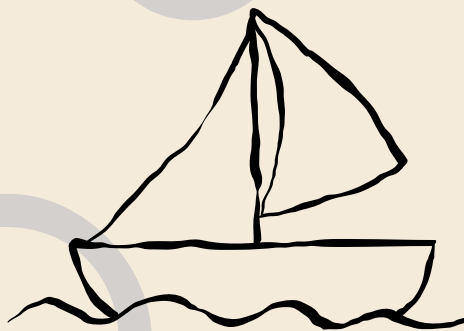
One analogy to explain a good leader is about a boat. Imagine you jump on a boat (join an organization) and realize that you are headed North when you know as a leader that you should be going West.



An experienced leader will encourage and coach the team on how to direct the boat to get it going in the right direction, without the passengers and crew on the boat even knowing that you are turning around. (Groeschel, C. & Dr. Chasteen, J., 2024)



This maintains the trust of the members of your team, helps to repair any trouble within the organization you have inherited, and gets your team headed in the right direction.



Tuckman's Stages of Group Development

You will notice these stages naturally occur in the formation of any group.

Forming

In this first stage team members are excited and a little bit anxious about the changes and beginning of a new group and team to work with.

Storming

This stage may bring some frustration and concerns, some of the team might be vocal about their concerns which can cause additional problems. New skills need to be developed, goals made and roles established.

Norming

At this stage, things really start to become more normal. The team starts to build relationships with one another, friendships are formed.

Performing

This is when the work really starts moving! The individual jobs may vary, things are not as strict and each teammate takes on many responsibilities, sharing the load.

Adjourning

This is the end of the group dynamic. Often times there is a sadness that accompanies this stage. The team knows there is a transition of power and group membership, they need to get ready and prepare instructions and documents so that the next group coming in can have a smooth transition.

You Can Build a Powerful Team

5 P's of team building

Purpose

A team must fully understand, and-to some extent, get behind what they are working toward. A good team is more driven when they have a collective purpose in mind to drive them forward

Participation

Find those who will help your team be the best. Choose people you know (or hope) will participate fully in the projects you are recruiting them for. Find personalities that will add balance and character to your team.

Plan

finally, this leads us to needing a plan! THIS is the stage where you can break down the steps you want to take, meetings you will conduct, assignments you will delegate, etc. to get the job done.

Placement

Especially in today's world of remote work and the opportunity and necessity for connection across miles we need to take into account where these people will be physically located. Is this a team you need in person? Will this team have the necessary resources where they are located? How will you deal with challenges that arise because of distance?

Process

This is just as important as having a driving reason. Every organization needs a HOW. What will you do to achieve the goals that you have and the objectives you need to complete? !!

Communication

Building positive relationships is another necessary element in leadership.

“The most important single ingredient in the formula of success is knowing how to get along with people.”

-Theodore Roosevelt 1911

Communication Strategies for Working With Other Leaders



Take an interest in their lives



Always communicate with a purpose in mind



Show them that they are important to you and that you are engaged in the work you are doing.



Come to know them and their responsibilities, ask how you can help.



Find ways to support them in what they are doing.

Communication Strategies For people You Lead and Work With Regularly.

First step is listening. Without listening you have no communication at all. “The time to listen is when someone needs to be heard” —Elder Marvin J. Ashton

Clearly and Concisely communicating. This is simply the only way to get your point across

Overcommunicate. Keep you team in the loop and ensure everyone clearly understands.

Sacrifice: A good leader makes sacrifices for you team. Show your team that you care about them and that you want to see the organization succeed

Communication Strategies For people You Lead and Work With Regularly.

Setting the stage: communicate appropriately.

Eliminate distractions and truly focus on the conversation, especially if it is a serious discussion. As a busy leader this may be difficult but it is necessary to prioritize your time and help others feel valued.

Do not judge: try your best to avoid judgement and know that your team looks to you as an example. Be kind when speaking about others.

Be Worthy of trust: Keep confidences, respect the relationships and the role that you have been entrusted with.

Practice Patience: You won't be a perfect leader, be patient with others and with yourself.

Always be seeking for ways to improve.

Leave it Better Than You Found it

Your time in an organization will come to an end. And that's okay!
But there is a great way to handle that transition.

Prepare to leave.

Sometimes you see it coming down the road, sometimes it can be a surprise!

Formulate a transition plan.

Someone will take your place in this role. Give them immediate action items and important things to know for the future (Carpenter, 2022).

In any situation try your best to leave professionally, have an appropriate conversation and strive to leave on good terms.

Thank the people you are with. You have built important connection with others in your organization, be aware of them and respectfully say goodbye and thank them for what they have taught you.

Sprint to the end! Don't check out before you leave your position, keep on working until you're done. (Charles, 2018)

Be a Christlike Leader

Constantly Pray for guidance in your leadership experiences. Seek to do the will of the Lord, and search for divine answers (Carr, 2024).

- The importance of praying always: Alma 34 teaches us to “pray unto the Lord in all things”. As we seek for His guidance and direction, we are exercising humility and faith in our Father.
- As we have faith in Him, exercise humility, and strive to do His will “God will do more than what is best for us. He will do what is best for us and for all of our Heavenly Father’s children (Oaks, 1994). As He knows you best, He can strengthen you in your efforts to lead.
- We should constantly be doing all we can to learn from those the Lord puts in our path. Asking questions, delegating, and exercising faith and charity are part of His plan for better leaders

Be a Christlike Leader

Leadership Needs High Love and High Expectations

- Without expectations, “We have love and friendship but with fewer miracles,” (Andersen 2024).
- Powerful leaders do need to love and care for the people they lead, but they also need to set expectations for those they lead.
- Setting expectations is a way of showing love and trust for those around us.

Be a Christlike Leader

Christlike Leaders Stay
Anxiously Engaged.

Doctrine and Covenants 58:27

27 Verily I say, men should be anxiously engaged in a good cause, and do many things of their own free will, and bring to pass much righteousness;

- Good leaders help others stay anxiously engaged. Supporting the people they lead providing a good environment for them.
- Leaders are anxiously engaged themselves. They sacrifice for the people they lead and love them.
- They listen, they work with the people they serve, they are patient and loving (Administering Appropriately, 2003).

Best of Luck in Your New Organization

Thank you for taking the time to add these skills to your leadership knowledge.

Continue adding to your toolbelt of knowledge as you seek out ways to become a better leader.

“People everywhere are looking for someone to follow—for someone to lead them. A leader is a person who goes ahead of others to direct or guide them or to show them how to do something. Leaders not only tell others what to do and how to do it, they also show them by example. Leaders help others grow.” -(Church of Jesus Christ of Latter-Day Saints, 2000)

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