



1

Essential Skills for Effective Leadership

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2



Leadership Essentials Agenda

- Mastering decision-making and recognizing cognitive biases
- Balancing leadership by example and by design
- Understanding and managing organizational culture effectively
- Developing negotiation skills for conflict resolution
- Motivating teams through vision and recognition
- Embracing continuous growth in leadership roles

3



Defining Leadership

- Leadership is the ability to guide and inspire others toward shared goals.
- It requires skills such as communication, decision-making, and adaptability.
- True leadership is based on influence, not just authority or position.
- Effective leaders adapt to changing environments and motivate their teams.
- Leadership involves both vision and the practical skills to achieve it.

4

DECISION-MAKING

5

How do you make decision as a leader?

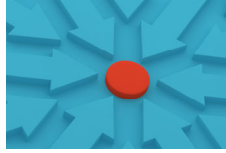
- A. Let you experience guide your decision making
- B. Form opinion based on feedback gathered from other team members
- C. Consult subject matter experts
- D. Intuition or gut feelings
- E. Combination of all of the above
- F. Any other approach?

Add your answer in the chat box

6

Common Decision-Making Approaches

- People often rely on past experiences to guide choices.
- Gathering feedback from others helps broaden perspectives.
- Subject matter experts offer specialized insights.
- Intuition or gut feelings play a role in quick decisions.
- Data and research provide objective information.
- Some decisions involve combining multiple approaches.



7

Decision Making in Teams

- Effective team decisions require open communication and diverse perspectives.
- Collaborative deliberation helps reconcile different viewpoints and reach consensus.
- Awareness of individual biases improves group decision quality.
- Preparation and clear objectives guide productive group discussions.



Does your biases influence your decision making?

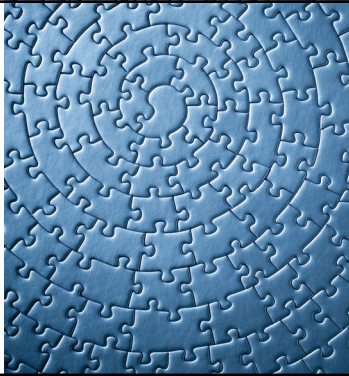
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Let's talk about biases!

9

Understanding Cognitive Biases in Decision Making

- **Confirmation Bias:** favoring information that supports existing beliefs.
- **Default Bias:** tendency to stick with the status quo.
- **Overconfidence Bias:** overestimating one's own abilities or knowledge.
- **Framing Bias:** decisions influenced by how information is presented.



10

Confirmation Bias

- Confirmation bias leads us to favor information that confirms existing beliefs.
- It can distort objective decision-making and reinforce stereotypes.
- Common in areas like hiring, politics, and personal relationships.
- Mitigate by seeking opposing viewpoints and diversifying information sources.
- Awareness of this bias improves critical thinking and decision quality.



11

Default Bias: Sticking with the Status Quo

- Default bias is the tendency to prefer existing conditions.
- It often leads to resistance to change and innovation.
- Examples include organ donation defaults and retirement plan enrollments.
- Overcoming it requires slowing down and considering alternatives.
- Reframing choices helps to challenge default options effectively.



12

Overconfidence Bias: Risks and Remedies

- Overconfidence bias leads to underestimating risks and overestimating abilities.
- It often causes ignoring warning signs and making risky decisions.
- Key types include overestimation, overplacement, and overprecision.
- Mitigate bias by seeking diverse input and conducting premortem analyses.
- Awareness improves decision quality and reduces potential negative impacts.



13

Framing Bias: How Presentation Shapes Decisions

- Framing bias occurs when the way information is presented influences decisions.
- Positive vs. negative framing can lead to different choices despite identical facts.
- Examples include presenting survival rates or failure rates to impact perception.
- Reframing information helps reduce bias by examining facts from multiple angles.
- Using raw data and diverse sources enhances objective decision-making.



14

LEADING BY EXAMPLE VS LEADING BY DESIGN

15

Leading by Example vs. Leading by Design

Leading by Example:
influence through actions

Leading by Design: shape
systems & structures

Both approaches matter

16

Leading by Example vs. Leading by Design: A Balanced Approach

- Leading by example inspires through authentic actions and personal integrity.
- Leading by design focuses on creating systems and structures for sustained success.
- Example-driven leadership builds trust but can be limited by individual capacity.
- Design-driven leadership scales across teams and fosters organizational resilience.
- Effective leaders know when to model behaviors and when to shape environments.



17

Characteristics of Leading by Example

- Leaders demonstrate authenticity by aligning actions with words.
- They inspire loyalty and effort through visible commitment.
- Trust is built by consistent and transparent behavior.
- Leadership impact is limited by the individual's vision and capacity.
- Leading by example fosters a culture of accountability and integrity.



18



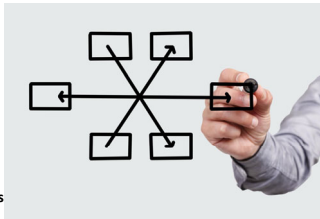
Limitations of Example-Driven Leadership

- Relies heavily on one leader's skills and knowledge.
- Can lead to burnout and decision bottlenecks.
- Difficult to scale influence beyond the individual leader.
- May limit organizational growth and innovation.
- Success depends on the leader's availability and capacity.

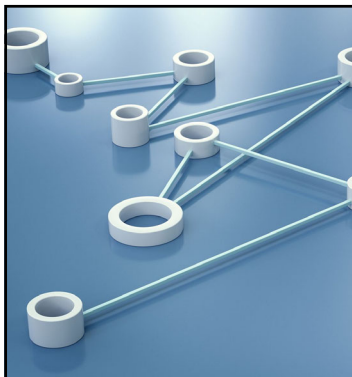
19

Key Traits of Leading by Design

- Leaders focus on creating systems that support consistent success.
- They build cultures that encourage innovation and adaptability.
- Emphasis is on shaping environments rather than direct control.
- Leadership involves designing processes that empower others.
- This approach fosters long-term organizational resilience and growth.



20



Advantages of Design-Driven Leadership

- Scales leadership impact across multiple teams and locations
- Encourages innovation by empowering systems over individuals
- Enhances organizational resilience during change and uncertainty
- Promotes sustainable growth through structured processes
- Reduces dependency on any single leader's availability

21

Leading by Example vs. Leading by Design: Key Differences



- Leading by example builds trust through authentic personal actions.
- Leading by design focuses on creating sustainable systems and structures.
- Example-driven leadership influences directly but may be limited in scale.
- Design-driven leadership empowers teams and fosters long-term growth.
- Effective leaders balance modeling behavior and shaping environments.

22

Core Insights in Effective Leadership



- Authenticity inspires trust and loyalty among teams.
- Designing systems enhances scalability and organizational resilience.
- Balancing example-driven and design-driven leadership is essential.
- Addressing hard-to-change areas creates lasting leadership impact.
- Successful leaders know when to model behavior versus design environments.

23

UNDERSTANDING ORGANIZATIONAL CULTURE

24

What's common in these companies



25

What's causing these failures/setbacks?

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- A. Organizational success i.e. Sears ruled the retail for 50 years
- B. Technology shifts i.e. Blockbuster couldn't adapt to Netflix
- C. Major external shocks i.e. Amazon factor for Borders
- D. Their leaders' inability to deal with the changes they required

Add your answer in the chat box

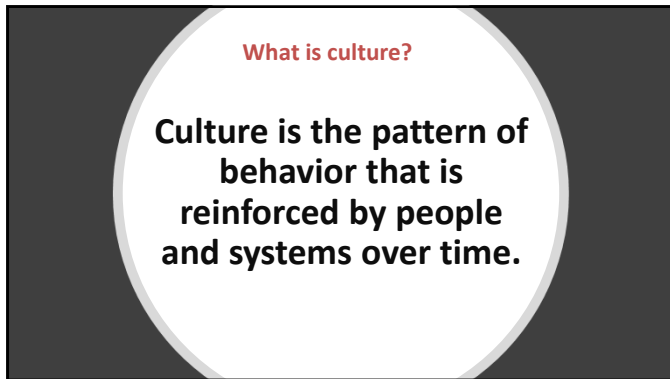
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Root Causes of Organizational Failures

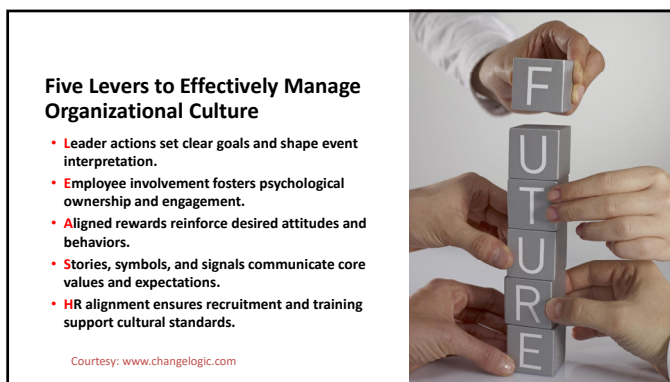
- Inability to adapt to technological advancements and market shifts
- Failure to innovate and meet changing customer needs
- Poor leadership and resistance to organizational change
- Financial mismanagement and unsustainable business models
- Lack of strategic vision and inadequate response to competition



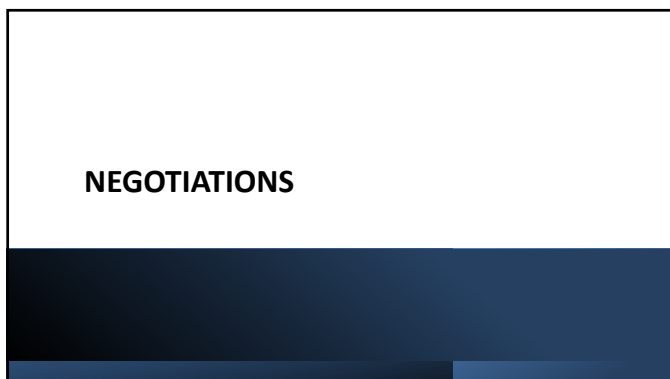
27



28



29



30

Common Misconceptions About Negotiations

- Negotiation is often seen as a win-lose battle rather than a collaborative process.
- Many believe negotiation requires aggressive tactics and confrontation.
- People think negotiations are only about price or money.
- Negotiations are perceived as one-time events instead of ongoing relationships.
- Some assume skilled negotiators are born, not made through practice.
- Fear of conflict can cause avoidance rather than engagement in negotiation.

31

The Critical Role of Negotiation in Leadership

- Negotiation resolves conflicts and builds consensus among stakeholders.
- Leaders influence outcomes by aligning diverse interests effectively.
- Successful negotiation fosters collaboration and long-term relationships.
- Clear communication during negotiation enhances trust and transparency.
- Negotiation skills empower leaders to achieve strategic objectives.

32

Key Negotiation Skills for Effective Leaders

- Focus on interests rather than positions to find win-win solutions.
- Develop clear and assertive communication to express your goals.
- Practice active listening to understand others' perspectives.
- Prepare thoroughly by researching facts and anticipating objections.
- Manage emotions to maintain professionalism during conflicts.
- Build relationships to foster trust and long-term collaboration.

33



When Not to Negotiate

- Negotiation is unnecessary when terms are non-negotiable or legally binding.
- Avoid negotiating when the other party is acting in bad faith or dishonestly.
- Refrain from negotiation if it risks damaging important relationships permanently.
- Steer clear when the costs of negotiation outweigh the potential benefits.
- Do not negotiate when your goals are clearly non-negotiable principles.
- Avoid negotiation during high-emotion situations without preparation or control.

34

MOTIVATING OTHERS

35



Understanding Motivation and Its Importance

- Motivation drives individuals to achieve personal and organizational goals.
- Intrinsic motivation stems from internal desires and personal satisfaction.
- Extrinsic motivation relies on external rewards and recognition.
- Motivated people demonstrate higher productivity and engagement.
- Organizations benefit from motivated teams through improved performance.
- Effective motivation fosters innovation, commitment, and growth.

36

Why People Lose Motivation

- Lack of clear goals can diminish motivation over time.
- Insufficient recognition reduces engagement and enthusiasm.
- Fear of failure or past setbacks leads to avoidance.
- Unaligned tasks with personal values lower interest and drive.
- Poor work environment negatively impacts motivation levels.



37

Effective Strategies to Motivate People

- Use intrinsic rewards like personal growth and skill development to inspire motivation.
- Incorporate extrinsic rewards such as bonuses and job security for tangible incentives.
- Balance unexpected rewards to stimulate motivation and expected rewards to maintain fairness.
- Recognize accomplishments regularly to boost morale and engagement.
- Create an environment that supports both personal satisfaction and external recognition.



38

Motivating People: Inspiring Peak Performance

- Connect team goals to a meaningful vision and purpose.
- Recognize individual and team contributions regularly.
- Foster autonomy to empower decision-making and creativity.
- Encourage continuous learning and personal growth.
- Create a positive environment that supports motivation.



39

Wrapping Up Leadership Excellence

- Effective decision-making and bias awareness enhance leadership quality.
- Balancing leading by example and design fosters sustainable growth.
- Strong organizational culture drives adaptability and success.
- Negotiation skills are vital for conflict resolution and collaboration.
- Motivating teams through vision and recognition inspires peak performance.
- Leadership is a journey of continuous learning and development.

40

Thank You!

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41

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42
