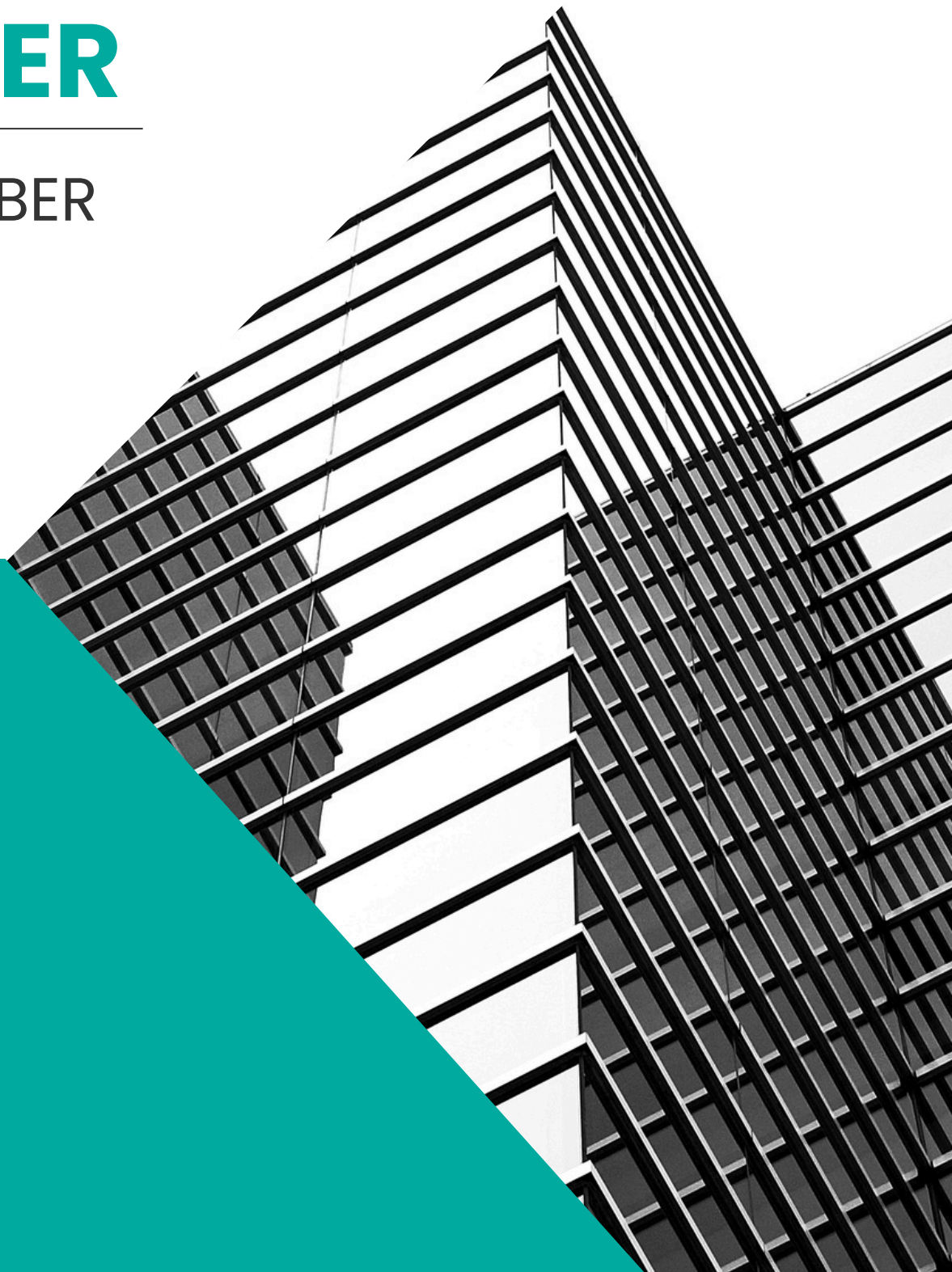




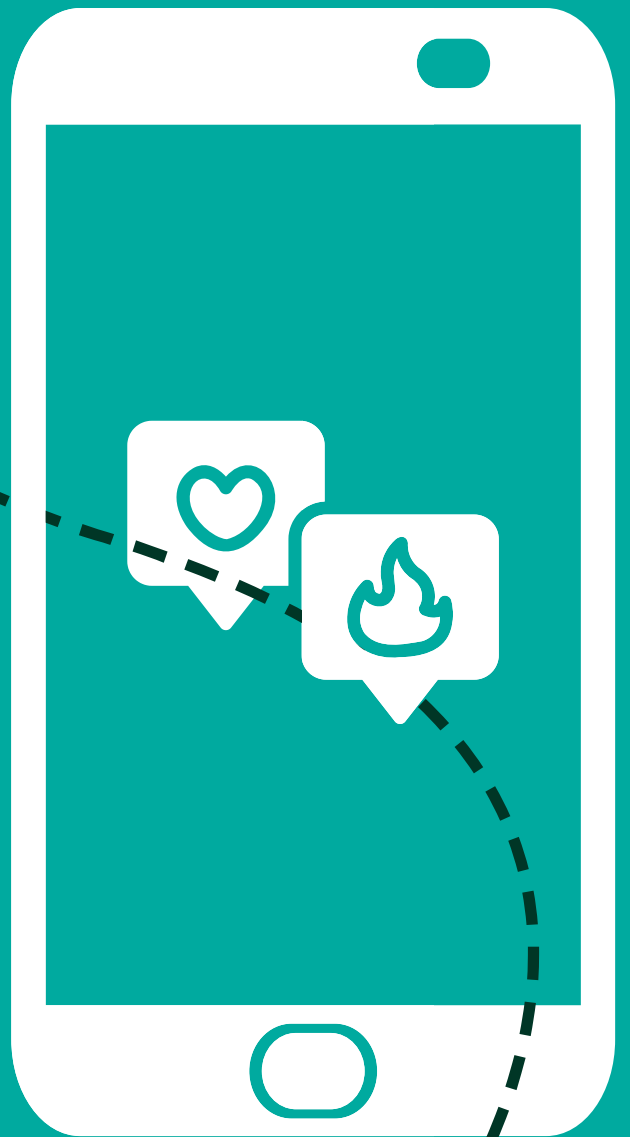
# NEWS LETTER

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NOVEMBER  
2024



# What's trending?



Let's find out!

# South African Employment Highlights:

**-11%**

Hiring activity decreased by -11%, from July to August 2024.

**-13%**

Recruitment activity decreased by -13% when compared to August 2023.

PNET -

## TOP 5 Trending Jobs that Showed an Increase in Demand for Workers and Professionals:

1. Internal Auditing  
(Finance)



2. Executive Management  
(Business & Management))



3. Human Resources  
(Admin, Office & Support)



4. Data Analysis /  
Data Warehousing (IT)



5. Account  
Management (Sales)





## Medical & Health

- This sector saw a +25% increase in hiring activity when compared to August 2023.
- According to PNET, there's a notable surge in demand for healthcare professionals in Gauteng.

## Job Sectors That Experienced Increased Hiring Activity

A consistent rise in hiring activity is a sign of trust in the local economy and an indication of business expansion.

PNET -

## Information Technology

This sector saw a -31% decrease in hiring activity year-on-year, and a -33% decrease when comparing Aug 2022 to Aug 2024.

### Job roles most in decline:

- Software Development
- Project Administration
- Business Analysis

## Building & Construction

This sector saw a -10% decrease in hiring activity year-on-year, but a +73% increase when comparing Aug 2022 to Aug 2024.

### Job roles most in decline:

- Building Project Management

## Admin, Office & Support

This sector saw a -14% decrease in hiring activity year-on-year, and a -12% decrease when comparing Aug 2022 to Aug 2024.

### Job roles most in decline:

- Teller / Cashier
- Secretary

## Engineering

This sector saw a -4% decrease in hiring activity year-on-year, but a +34% increase when comparing Aug 2022 to Aug 2024.

### Job roles most in decline:

- Civil Engineer
- Electrical Engineer

## Sales

This sector saw a -18% decrease in hiring activity year-on-year, and a -5% decrease when comparing Aug 2022 to Aug 2024.

### Job roles most in decline:

- Sales Representative
- Sales Consulting

## Job Sectors That Experienced Decreased Hiring Activity

Election years usually slow hiring in SA, but this year's market is sluggish due to high interest, low spending, logistical issues, and load-shedding concerns.

# Sector Statistics - Architecture & Engineering

## EE Candidates



## Candidates in Gauteng



## Willing to Relocate



## Tertiary Qualification



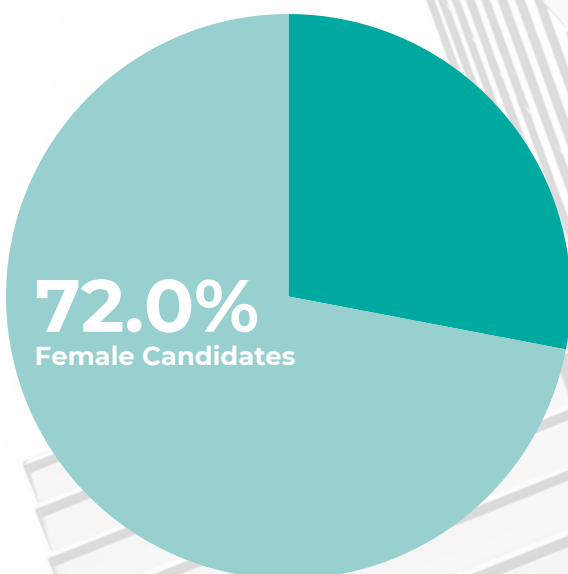
### Market-related monthly salaries (CTC) for TOP 3 in demand roles

Civil Engineer R51 973 - R68 056

Electrical Engineer R49 071 - R61 241

Industrial Engineer R34 567 - R39 394

## Female Admin, Office & Support Candidates



**2** Years  
**8** Months

The Average Stay of Architecture & Engineering Candidates in Their Roles

# Mastering Leadership



Here's what it takes...

# Mastering Leadership: Insights, Styles, and Strategies

A leader is someone who inspires and guides others towards a common goal. They're the person who steps up, takes responsibility, and motivates their team to achieve something great. Leadership isn't just about holding a title or position; it's about action, influence, and the ability to bring out the best in others.

Leadership really means setting an example through your own behavior, communicating effectively, and being adaptable. It involves listening, understanding, and empathising with your team, while also making tough decisions when necessary. At its core, leadership is about building trust and fostering an environment where everyone feels valued and capable of contributing to the collective success.

## BOSS

ISSUES ORDERS AND EXPECTS COMPLIANCE.

TASK-ORIENTED; PRIORITISES OUTCOMES.

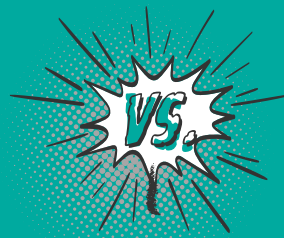
RARELY INVOLVED IN DAY-TO-DAY ACTIVITIES.

RELIES ON AUTHORITY AND TITLE.

ASSIGNS BLAME FOR FAILURES. 

RARELY PROVIDES CONSTRUCTIVE FEEDBACK.

ONE-WAY COMMUNICATION; GIVES ORDERS.



## LEADER

SEEKS SOLUTIONS AND INSPIRES CHANGE.

WORKS ALONGSIDE THE TEAM, SETTING EXAMPLES.

ENGAGES ACTIVELY WITH THE TEAM.

MOTIVATES THROUGH INFLUENCE AND TRUST.

TAKES RESPONSIBILITY AND SHARES CREDIT.

OFFERS FEEDBACK FOR GROWTH AND IMPROVEMENT.

LISTENS ACTIVELY AND ENCOURAGES DIALOGUE.





# Characteristics of an Excellent Leader



## 7 Positive Effects of Leadership Excellence

- ➔ **Increased Motivation:** Team members are more driven to perform their best..
- ➔ **Enhanced Collaboration:** Improved teamwork and synergy among members.
- ➔ **Higher Productivity:** More efficient work processes and better outcomes.
- ➔ **Boosted Morale:** Positive work environment and higher job satisfaction.
- ➔ **Stronger Trust:** Open communication and trust in leadership decisions.
- ➔ **Greater Innovation:** Encouragement of creative thinking and new ideas.
- ➔ **Lower Turnover:** High employee retention and loyalty to the team.

**Before you are a leader, success is all about growing yourself.  
When you become a leader, success is all about growing others**  
– Jack Welch

# Who are the Leaders of an Organisation and Where are They Found?

Sometimes leaders aren't the bosses/managers, and they might not be who we think. Leaders can be found in all corners of an organisation, not just at the top.

They might be the colleagues who naturally take initiative during projects, those who foster a positive team environment, or the ones who quietly mentor others.

## You'll find them in:

- **Peer Groups:** Those who lead by example, inspiring their peers through their work ethic.
- **Support Roles:** Often, administrative staff and support teams have a unique perspective and can lead by facilitating smooth operations.
- **Project Teams:** Team members who step up to coordinate efforts and drive projects forward, even without formal authority.
- **Newcomers:** Fresh perspectives can bring new energy and ideas, leading change from the ground up.
- **Experienced Employees:** Veteran staff who mentor and guide others, sharing their wealth of knowledge and experience.

Leadership is less about a title and more about the impact one has on those around them. Recognising these leaders is crucial. They often drive positive change and innovation from within.

By acknowledging their contributions, we not only validate their efforts but also inspire others to take initiative. These informal leaders boost team morale, facilitate knowledge sharing, and foster a culture of trust and collaboration.

Their influence can bridge gaps between different levels of the organisation, ensuring smoother operations and more cohesive teams.

In short, recognising and supporting these leaders enhances overall organisational effectiveness and ensures a more resilient and adaptable workforce.

## 9 Leadership Styles Unveiled!

Understanding your leadership style is crucial for effective guidance and inspiration. Let's explore nine leadership styles and find yours. Answer yes to 3 or more questions to identify your style. Remember, It's possible to resonate with multiple styles. Let's dive in!!

### 1. Transformational Leadership:

**Inspires and motivates by setting a compelling vision and encouraging growth.**

- Do I inspire and motivate my team with a clear vision?
- Do I encourage growth and development in my team members?
- Do I frequently communicate a compelling future for the team?
- Do I foster an environment of innovation and creativity?
- Do I lead by example and set high standards for myself and others?

### 2. Transactional Leadership:

**Rewards and punishes based on performance and adherence to rules.**

- Do I set clear goals and expectations for my team?
- Do I reward team members based on their performance?
- Do I enforce rules and procedures strictly?
- Do I address issues and provide feedback promptly?
- Do I believe in a structured approach to managing my team?

### 3. Servant Leadership:

**Serves and supports the team, emphasising empathy and collaboration.**

- Do I prioritise the needs of my team over my own?
- Do I actively listen and show empathy towards my team members?
- Do I support and facilitate the growth of my team?
- Do I encourage collaboration and team spirit?
- Do I strive to build a strong sense of community within my team?

### 4. Autocratic Leadership:

**Controls and decides unilaterally, with little input from group members.**

- Do I prefer to make decisions independently?
- Do I expect my team to follow my instructions without much input?
- Do I maintain strict control over all aspects of the team's work?
- Do I believe in maintaining clear hierarchies and authority?
- Do I often rely on my judgment to guide the team?

## 5. Participative Leadership:

**Involves and collaborates with team members in decision-making.**

- Do I involve my team in decision-making processes?
- Do I value the input and opinions of my team members?
- Do I encourage open communication and dialogue?
- Do I believe in shared responsibility and collaboration?
- Do I seek consensus before making major decisions?

## 6. Laissez-Faire Leadership:

**Minimal interference from the leader, allowing team members to make decisions.**

- Do I trust my team to make decisions independently?
- Do I provide minimal interference and allow autonomy?
- Do I offer guidance only when necessary?
- Do I believe in giving my team freedom to innovate and experiment?
- Do I refrain from micromanaging my team?

## 7. Charismatic Leadership:

**Leaders inspire and influence through personal charm, vision, and enthusiasm.**

- Do I inspire and captivate my team with enthusiasm and energy?
- Do I build strong personal relationships with team members?
- Do I articulate a clear and compelling vision?
- Do I lead through personal charm and charisma?
- Do I motivate my team to overcome challenges with confidence?

## 8. Democratic Leadership:

**Encourages team participation and values everyone's input before making decisions.**

- Do I encourage team members to participate in decisions?
- Do I value diverse perspectives and inputs?
- Do I strive for a balanced approach in decision-making?
- Do I foster an inclusive and collaborative team environment?
- Do I believe in shared leadership and accountability?

## 9. Bureaucratic Leadership:

**Follows strict procedures and policies, ensuring everything is done by the book.**

- Do I strictly follow rules and procedures?
- Do I emphasise order and consistency in team operations?
- Do I ensure compliance with organisational policies?
- Do I focus on detailed planning and documentation?
- Do I prefer structured and methodical approaches to work?

# Leaders Play a Critical Role in Any Organisation:

A leader is most needed in times of uncertainty, change, and challenge. When the path forward isn't clear or when a team is facing obstacles, a leader steps in to provide direction, reassurance, and strategies to overcome difficulties. They're crucial during transitions, be it organisational changes, crises, or periods of rapid growth.

## Leaders Play a Critical Role in Any Organisation:

- **Direction and Vision:** Leaders provide a clear direction and vision, helping teams understand their goals and the steps needed to achieve them.
- **Inspiration and Motivation:** They inspire and motivate team members, fostering a positive and productive environment.
- **Decision-Making:** Leaders make crucial decisions that steer the team or organisation towards success.
- **Conflict Resolution:** They mediate conflicts and ensure a harmonious working environment.
- **Guidance and Mentorship:** Leaders offer guidance and mentorship, helping team members grow and develop their skills.
- **Accountability:** They hold everyone, including themselves, accountable for their actions and responsibilities.
- **Change Management:** Leaders navigate and manage change, ensuring teams adapt smoothly to new challenges or directions.
- **Culture Building:** They shape and nurture the organisational culture, ensuring it aligns with values and goals.

## Tips for Leadership Excellence:

- 👉 **Listen Actively:** Pay attention to your team's ideas, concerns, and feedback. Show that you value their input.
- 👉 **Communicate Clearly:** Ensure your messages are clear and concise. Open and honest communication builds trust.
- 👉 **Lead by Example:** Your actions set the standard. Demonstrate the behaviors and attitudes you expect from your team.
- 👉 **Empower Others:** Delegate responsibilities and trust your team members to do their jobs. Encourage their growth and development.
- 👉 **Stay Flexible:** Be adaptable to changes and open to new ideas. A good leader can pivot when needed.
- 👉 **Be Decisive:** Make informed decisions confidently and timely. Indecision can hinder progress.
- 👉 **Show Empathy:** Understand and share the feelings of your team. This builds strong, supportive relationships.
- 👉 **Continual Learning:** Always seek to improve your skills and knowledge. A great leader never stops learning.
- 👉 **Provide Constructive Feedback:** Offer feedback that is specific, actionable, and aimed at helping team members grow.
- 👉 **Foster a Positive Environment:** Create a culture of respect, recognition, and collaboration.

# Common Leadership Challenges and Strategies to Overcome Them:

## 1. Misunderstandings and lack of clear direction:

- **Strategy:** Enhance communication skills by being clear, concise, and open. Encourage feedback to ensure messages are understood.

## 2. Conflicts among team members can disrupt harmony and productivity:

- **Strategy:** Address conflicts early and constructively. Facilitate open discussions and mediate impartially to find a resolution.

## 3. Earning and maintaining trust can be difficult:

- **Strategy:** Be consistent, transparent, and show integrity in your actions. Follow through on commitments and be accountable.

## 4. Leaders may find it hard to delegate, fearing loss of control or quality:

- **Strategy:** Recognise the strengths of your team and delegate tasks accordingly. Trust your team and provide support as needed.

## 5. Navigating through organisational changes or market shifts:

- **Strategy:** Stay flexible and open-minded. Lead by example and communicate the benefits of change to your team.

## 6. Balancing numerous responsibilities and priorities can be overwhelming:

- **Strategy:** Prioritise tasks and delegate where possible. Use time management tools and techniques to stay organised and efficient.

## 7. Keeping team morale and motivation high, especially during tough times:

- **Strategy:** Recognise and reward achievements, provide opportunities for growth, and maintain a positive work environment.

## 8. Making the right decisions, esp. under pressure or with limited information:

- **Strategy:** Gather as much relevant information as possible, consider the potential impacts, and be decisive. Learn from the outcomes to improve future decision-making.

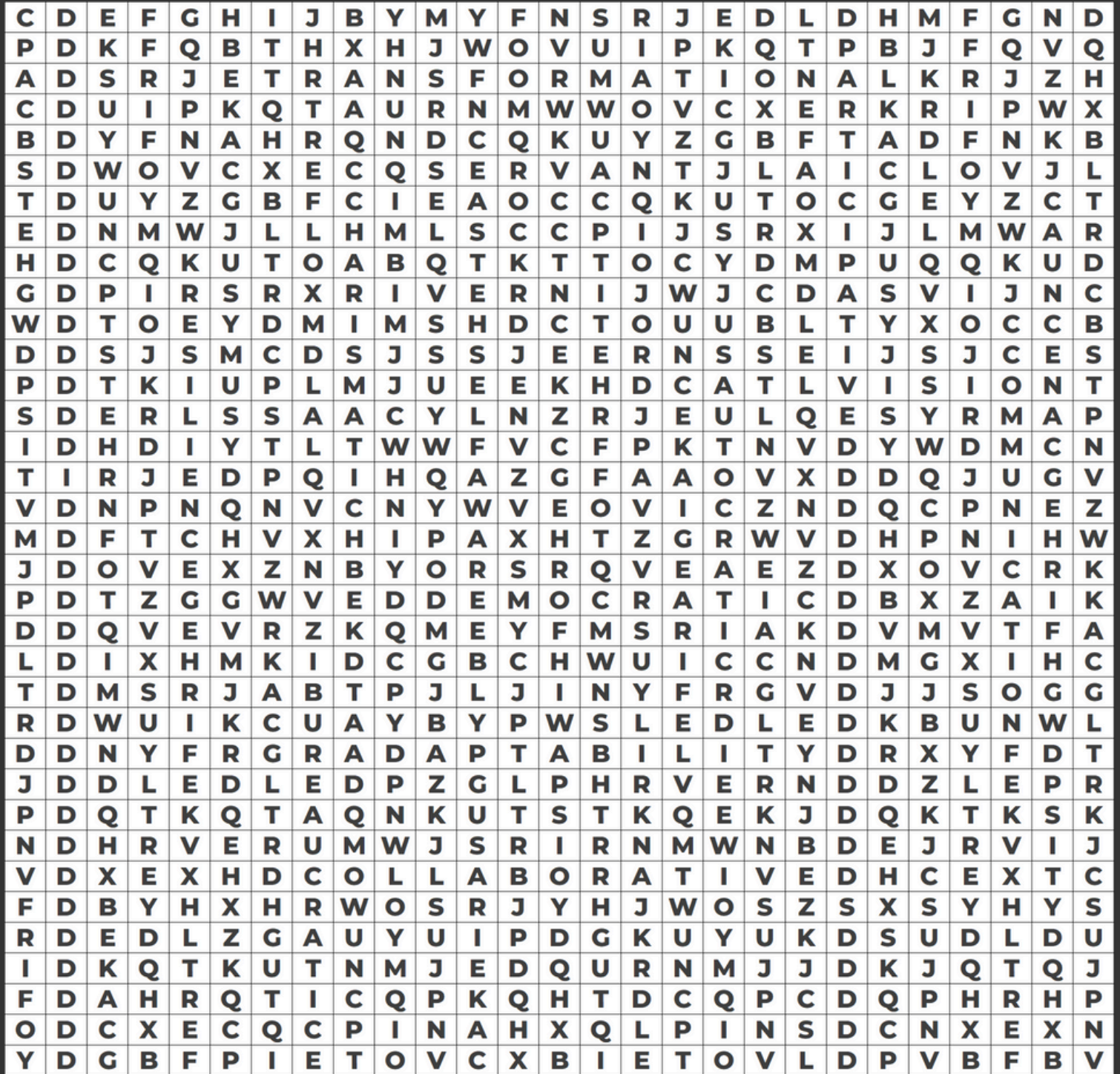
## 9. Maintaining a healthy work-life balance can be tough for leaders:

- **Strategy:** Set boundaries, prioritise self-care, and encourage your team to do the same. Lead by example in maintaining a balanced lifestyle.

*By addressing these challenges with effective strategies, leaders can navigate their roles more effectively and create a more positive and productive environment for their teams.*

# Leadership Styles and Characteristics: **Word Search**

Dive into the world of leadership with this engaging word search! Featuring essential leadership styles and key characteristics, this puzzle is designed to help you reflect on what makes an excellent leader. As you find each word, think about how these traits and styles shape the effectiveness and impact of leaders. Happy searching!



Bureaucratic

Empathy

Resilience

Transactional

Decisiveness

Self-Aware

Collaborative

Adaptability

Transformational

Vision

Autocratic

Charismatic

Empowering

Laissez-Faire

Servant

Democratic

Participative

Communication

Integrity



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