

1. A manager manages and takes responsibility of a situation.
 Â A leader takes charge, is influential, and sets an example.
2. The manager has responsibilities and is able to delegate and implement plans. Â A leader is an example for others and is someone who doesn't necessarily have a large responsibility.
3. Managers have subordinates who follow their rules.
 Â Leaders have individuals who believe in what they say, otherwise known as followers.
4. Leaders focus on human emotion and charisma to lead.
 Â Managers focus on concise, scientifically proven methods to lead.

Subject	Leader	Manager
Essence	Change	Stability
Focus	Leading people	Managing work
Have	Followers	Subordinates
Horizon	Long-term	Short-term
Seeks	Vision	Objectives
Approach	Sets direction	Plans detail
Decision	Facilitates	Makes
Power	Personal charisma	Formal authority
Appeal to	Heart	Head
Energy	Passion	Control
Culture	Shapes	Enacts
Dynamic	Proactive	Reactive
Persuasion	Sell	Tell
Style	Transformational	Transactional
Exchange	Excitement for work	Money for work
Likes	Striving	Action
Wants	Achievement	Results
Risk	Takes	Minimizes
Rules	Breaks	Makes
Conflict	Uses	Avoids
Direction	New roads	Existing roads
Truth	Seeks	Establishes
Concern	What is right	Being right
Credit	Gives	Takes
Blame	Takes	Blames

A manager focuses attention on efficiency, effectiveness, and making sure the right things happen at the right time. You are in a manager role when you set performance objectives with staff, prepare budgets, review cashflow projections, develop action plans, and evaluate programs or fund raising strategies or any other aspect of the company. Managing may also include doing hundreds of other tasks that require focused and logical attention to the good health of the organization.

On the other hand, a leader is a strategist, a visionary, and some-one who inspires others to greatness. You are leading when you share your vision for your organization, or when you bring staff and people together to design a program or develop a strategy or resolve a problem. Leaders motivate staff and people, serve as role models, inspire people to cooperate, build community and capacity inside and outside the organization, and create learning environments in which people can grow and develop themselves without fear.

Leaders follow their own intuition which may inturn be more benefit to the company. Their Followers are often more loyal to them. Managers do things by the book and follow company policy. Their Subordinates may or may not be loyal to them. A Leader in practical terms motivates others to do the task. A Manager in business terms ensures tasks are done through others.