Leadership

Match the management styles with the description.

A leader …

who has integrity	believes in what they are doing.
who has conviction	thinks of people before making decisions.
who is hands-off	is more likely to have team collaboration.
who empathises	will have good relations with their team.
with self-awareness	will energise, motivate and inspire the team.
using collaborative decision-making	is unlikely to leave problems unsolved.
who is adaptable	won't help out when short-staffed.
who's decisive	will be trusted by colleagues.
who has well-developed interpersonal skills	can change procedures for employee needs.
that's people-focused	understands team member issues.
who is passionate	knows their limits. (is humble)
who is committed	gives clear instructions

A good manager uses resources to their best. Drag and drop the words into the correct sentences

maximising put to good use best allocation of utilising
mismanaged optimise would be best deployed

If some staff have too much work and others not enough we say that resources are being _____. The _____ staff is done when leaders _____ the capacity of the workforce. All staff members _____ on tasks that are _____ their abilities. Once everyone's skills are _____ a leader can say that they are _____ on output of the resources employed.

True or False

We trust a leader with a good track record.

Making more profit has a negative effect on the bottom line.

The production department provides quantifiable data on how much waste is produced.

We do a cost benefit analysis before making a decision.

If we come up with a new invention we would give our competition a competitive advantage.

When making decisions about a project we never think of the long term viability.

Strikes are a drain on resources.

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Match the verb to the end of the sentence to describe attributes of a good leader.

Recognise	in expectations and feedback
Exert	credibility and authority
Develop	a sense of team spirit and collaboration
Instil	confidence in your team.
Generate	mutual respect
Establish	individual achievement
Build	them to work together
Reinforce	influence over the team
Get	a culture of trust
Avoid	a sense of cohesion
Be consistent	the temptation to micromanage

Add the prefix to these sentences to give advice to a leader.

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If your employees see a change as an _____heavel, it wasn't a collaborative decision.

To avoid staff becoming _____ progress it is necessary to explain the benefits of automisation.

A meeting is _____ productive if people aren't willing to talk together.

If relieving pressure from one job adds even more to another, it's _____ productive.

If we want to reduce staff, the unions will _____ approve.

It's not possible to have respect for an ____competent leader.

It's considered ___ moral to pay a productivity bonus to leaders and not their workers.

When someone is proved to be dishonest their request for promotion _____ fires on them.

LIVEWORKSHEETS