Subunit 1.7 Leadership and Management Review

Instructions: In the line provided write the word that completes the statement

Word Box:
management • leadership • planning • organizing • controlling • communication • motivation • decision-making • trait • situational • creativity • finance • production • authority • efficiency

---

1. _____ is the process of planning, organizing, leading, and controlling resources to achieve organizational goals efficiently and effectively.
2. _____ is the ability to influence, inspire, and motivate others toward achieving a shared vision or goal.
3. One of the key functions of management is _____ — setting objectives and deciding how to achieve them.
4. _____ involves structuring teams, assigning tasks, and allocating resources.
5. The _____ function ensures performance meets goals by monitoring results and making adjustments when needed.
6. Effective managers must also focus on _____, ensuring departments and employees share information and work together smoothly.
7. A good leader builds trust and inspires others through strong _____ and setting a positive example.
8. The _____ theory suggests that leaders are born with specific qualities such as confidence and charisma.
9. According to the _____ theory, the most effective leadership style depends on the situation and environment.
10. _____ in business involves choosing the best course of action among alternatives to achieve objectives.

LIVEWORKSHEETS