

### 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

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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.