

# Leadership

Match the management styles with the description.

## A leader ...

who has integrity

who has conviction

who is hands-off

who empathises

with self-awareness

using collaborative decision-making

who is adaptable

who's decisive

who has well-developed interpersonal skills

that's people-focused

who is passionate

who is committed

believes in what they are doing.

thinks of people before making decisions.

is more likely to have team collaboration.

will have good relations with their team.

will energise, motivate and inspire the team.

is unlikely to leave problems unsolved.

won't help out when short-staffed.

will be trusted by colleagues.

can change procedures for employee needs.

understands team member issues.

knows their limits. (is humble)

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**.

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.

up      anti      un      back      counter      dis      in      im

If your employees see a change as an \_\_\_\_\_ heave!, 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.