

Job Skills - Leadership

Part 1. Directions: Choose the best word from the word bank

Word Bank

colleagues	manager	deadlines
motivate	example	delegating

Listen:

You may not be a _____ straight away, but graduates need to show potential to _____ teams and other _____ that may work for them. It's about assigning and _____ tasks well, setting _____ and leading by _____.

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decisive	approachable	positive	expect
proactive	accountable	delegate	

Leadership Traits

1. They radiate _____ energy.
2. They have a _____ attitude.
3. They _____ tasks, completely.
4. They are _____.
5. They do what they _____ of others.
6. They are _____.
7. They are _____.