

**Management and leadership - Vocabulary:**

Write the letter of the correct definition/synonym in front of the term. One definition will be used twice.

	<b>term</b>	<b>definition/synonym</b>
1.	_____ on par	a. lacking previous experience
2.	_____ procrastinate	b. skills / abilities
3.	_____ delegate	c. direct involvement
4.	_____ chain of command	d. to delay something
5.	_____ carry out tasks	e. the order in which authority and power in an organization is delegated
6.	_____ inexperienced	f. available
7.	_____ efficient	g. passionate
8.	_____ hands on	h. equal to; at the usual or expected standard
9.	_____ tough	i. to complete tasks
10.	_____ competencies	j. targets
11.	_____ put off	k. to assign work to others
12.	_____ enthusiastic	l. productive
13.	_____ goals	m. demanding
14.	_____ accessible	