

An Effective Leader

Read the following statements. Which five actions would you rank as most important for a leader directing a group project, such as a food drive or class presentation? Place a number from 1 (most important) to 5 (least important) to the left of the corresponding statement. Prior to ranking, add other leadership behaviors you believe are significant to the blank lines that follow the statements.

- _____ The leader gives background information and explains why it's important to do the project.
- _____ The leader specifically explains each person's role in the project.
- _____ The leader asks for and listens to everyone's suggestions.
- _____ The leader gives group members a choice of tasks to perform on the project.
- _____ The leader is very enthusiastic about the project.
- _____ The leader treats everyone as equals and works toward creating an atmosphere where using her or his authority is rarely needed.
- _____ The leader keeps group members informed about what is going on and communicates the reasons for making important decisions.
- _____ The leader listens kindly to complaints or concerns.
- _____ The leader never criticizes or puts down someone in front of others.
- _____ The leader values the differences each person brings to the group.
- _____ The leader is sympathetic if someone makes a mistake and doesn't make it a big issue.
- _____ The leader openly and freely praises excellent work.
- _____ The leader encourages challenging the status quo and seeks ways to improve teamwork.
- _____ The leader regularly meets with members to discuss ways to improve the group's success.



_____ The leader keeps cool under pressure and controls her or his temper.