

1. ----- identified a hierarchy of five primal human needs that constantly shape our relationship and behavior. _____ **Abraham Maslow**
2.works for excellent performance through opportunities. _____ **Reward**
3. Characteristics related with job dissatisfaction are ----- factors. _____ **hygiene**
4.include increase in pay, profit sharing, bonuses, staff discounts, company shares, etc. _____ **Monetary rewards**
5. There are ----- essential Es of value for money. _____ **three**
6. The highest level of Maslow's hierarchy is ----- . _____ **Self actualization**
7. Fredrick Herzberg researched to determine the effect of attitude on ----- . _____ **Motivation**
8. There are ----- types of rewards. _____ **two**
9.a group with a common objective and one purpose is called _____ **a team**
10. A group with a common objective is called ----- . _____ **Team**
11. Effectiveness can be viewed in ----- ways. _____ **three**
12. ----- is the first stage of team development. _____ **Forming**
13. ----- is defined as "minimizing the cost of resources used for an activity having regard to the appropriate quality". _____ **Economy**
14. ----- is the last stage of team development. _____ **Transforming**
15. Assigning people different tasks is called ----- . _____ **Job rotation**

1. ----- power may lead to temporary compliance by subordinates. _____ **Coercive**
2. Mr. Danish has a job which pays an excellent salary. He has a good relationship with his peers and his supervisors. He also likes the fact that the company policy fits well with what he personally believes, and that he has received considerable recognition for his achievements at the company. Which of these factors is 'MOST likely' responsible for the fact that Danish loves his job? _____ **recognition for her achievements**
3. Jeffery inspired leaders to seek ----- through evidence-based management. _____ **Power**
4. There are ---- types of organizational control. _____ **3**
5. A threatened strike action by a labour union to force the management to accept their demands is an example of which of the following power? _____ **Coercive power**
6. A group voluntarily formed by its members rather than by the organization is called: _____ **Informal group**
7. Regulatory process that directs the activities of an organization to achieve anticipated goals is called ----- . _____ **management control**
8. Selfishness in a manager such as using power for personal gain, is often associated with: _____
9. Social gatherings and small-group networks are examples of: _____
10. The power that originates from a right by virtue of organisational hierarchy is which of the following? _____
11. Transformational leaders realize that noting significant happens unless theytheir people _____ **encourage**

12. Level leaders practice To ensure that their organizations become even more successful in the next generation. **Succession Planning**
13. there areways of Comparing Results with Objectives and Standards **two**
14. Strategic plans are only made by **top managers**
15.the process of selecting one alternative from among a number of alternatives available **Decision making**
16.is a play-safe method before committing to anything. **Trial and error decisions**
17. The long term outcome must be considered in makingdecisions **quick**
18.power is closely related to a climate of trust. **Expert**
19.works for excellent performance through opportunities. **Reward**
20. Fredrick Herzberg researched to determine the **effect of attitude on motivation**
21.refers to the basic changes in content and responsibilities of jobs as to satisfy higher motivational needs. **Job enlargement**
22.includes not only an increased variety of tasks, but also provides an employee with more responsibility and authority **Job enrichment**
23. Productivity is low during thestage of team development. **forming**
24.include increase in pay, profit sharing, bonuses, staff discounts, company shares, etc. **Monetary rewards**
25. Bruner's first stage is **enactive**
26. involves certainty and assurance of the initial results before a final decision is made **Experimental decisions**
27. The plans that directly support the implementation of strategic plans are called **tactical plans**.
28.the individual's thinking patterns based on his/ her observations and conclusions that may sometimes lead to false assumptions, wrong judgments, and faulty reasoning. **Cognitive biases**
29.process of setting goals and courses of action, developing rules and procedures, and forecasting future outcomes. **Planning**
30.: A specific result to be achieved; the end result of a plan. **Goal**
31. There arelevels of plans. **three**
32. In the ..., we determine alternatives & evaluate for best option. **processing phase**
33. Group decisions are also known as **consensus**
34. When a bank robber points a gun at a bank employee, his base of power is **coercive**
35. Manager chooses inappropriate goals to pursue, but make good use of resources to achieve these goals **high efficiency and high effectiveness**
36.increases the variety of tasks a job includes **Job enlargement**
37.need to measure progress, offer feedback and direct their teams to succeed. **Managers**
38.measure work efforts that go into a performance task. **Input Standards**
39.characterized by competition and strained relationships among team members. **Storming**
40.is the drives within a person that account for the degree, direction and persistence of the effort spent at work **Motivation**
41. ...is more of a bargaining game to acquire additional funding and less of a planning tool **Budgeting**
42. The group formed by an organization to accomplish narrow range of purposes within a specified time are **formal groups**
43. The manager's primary tool for determining whether instructions have been understood and accepted is: **feedback**
44. Mr. Aslam's one-day salary was deducted because of his uninformed leave, as he was already warned about this behavior. It is an example of which method of shaping behaviors? **Punishment**
45.groups are voluntarily or spontaneously formed by its members rather than by the organization. **Informal**
46. In decision making the alternatives are compared to each other against a set **for selecting the most probable and beneficial option.**
47. Members brainstorm and share ideas, talk over the matters, make and then implement the agreed decision intype of decisions. **Consensus or group types of decision**
48. This isorganizational structure. **the matrix Structure**

49. As a....., decision-making requires knowledge of method, and rule or principle concerning the issue or problem. _____ **science**
50. To see event as inevitable once it occurs isbias. _____ **hindsight**
51. The process of selecting one alternative from among a number of alternatives available is called _____ **decision making**
52. Authority is centralized in a single person in the structure _____ **simple**
53. Strategic plans are only made by _____ **top managers.**
54.the process of selecting one alternative from among a number of alternatives available _____ **Decision making**
55.is a play-safe method before committing to anything. _____ **Trial and error decisions**
56. The long term outcome must be considered in making ...decisions _____ **quick**
57.power is closely related to a climate of trust. _____ **Expert**
58. Fredrick Herzberg researched to determine the _____ **effect of attitude on motivation**
59. **Job enlargement** refers to the basic changes in content and responsibilities of jobs as to satisfy higher motivational needs.
60. **Job enrichment** includes not only an increased variety of tasks, but also provides an employee with more responsibility and authority
61. Productivity is low during the **forming** stage of team development.
62. Jeffrey inspires leaders to seek **power** through evidence-based management
63. Bruner's first stage is **enactive**.
64. **Experimental decisions** involves certainty and assurance of the initial results before a final decision is made
65. The plans that directly support the implementation of strategic plans are called **tactical plans.**
66. **Cognitive biases** the individual's thinking patterns based on his/ her observations and conclusions that may sometimes lead to false assumptions, wrong judgments, and faulty reasoning.
67. **Planning** process of setting goals and courses of action, developing rules and procedures, and forecasting future outcomes.
68. **Goal**: A specific result to be achieved; the end result of a plan.
69. There are **three** levels of plans.
70. Group decisions are also known as **consensus**.
71. Manager chooses inappropriate goals to pursue, but make good use of resources to achieve these goals **high efficiency and high effectiveness.**
72. **Job enlargement** increases the variety of tasks a job includes
73. **Managers** need to measure progress, offer feedback and direct their teams to succeed.
74. **Storming** characterized by competition and strained relationships among team members.
75. **Motivation** is the drives within a person that account for the degree, direction and persistence of the effort spent at work
76. **Budgeting** is more of a bargaining game to acquire additional funding and less of a planning tool.
77. Of the following, which is a purpose not served by communication in organizations'? **All of the above are purposes served by communication.**
78. **Informal Groups** Voluntarily or spontaneously formed by its members rather than by the organization.
79. The main component of the communication model includeall of the following except **premack principle.**

80. **Financial Budget** includes cash budget, financial statement, projections other than P&L account
81. **Operational Budget** provides all the info necessary to prepare a budgeted P&L account
82. **Performance Reports** provide tools for monitoring and measuring success of the budget
83. budgeting is an important part of **planning**
84. **Forming** is the first stage of the team development
85. **Storming** is the second stage of the team development
86. **Norming** is the third stage of the team development
87. **Performing** is the fourth stage of the team development
88. **Transforming** is the last stage of the team development
89. **Dysfunctional Conflict** acts as a barrier to the performance of the group and frustrates the objectives of the org.
90. budget formulation has **four** basic steps.
91. Conflict Awareness Model 1 can be classified in **four** groups
92. **False conflict** Occurs when people have common interests, but antagonistic behavior.
93. **Open conflict** Occurs when people who have different interests demonstrate it with antagonistic behaviors.
94. **Latent conflict** When people have different interests, but do not respond with antagonistic behavior
95. **No conflict** Occurs when people have common interests and compatible behavior
96. **Human Relations View** Was popular from **1940's to 1970's**.
97. **Interpersonal conflict** refers to a conflict between two individuals.
98. **Efficiency** refers to the relationship of inputs and outputs – relevant to the use of resources.
99. **Economy** is defined as “minimizing the cost of resources used for an activity having regard to the appropriate quality”
100. Finance management have broad term that defines **two** related activities.
101. **Daniel Katz** (1965), identified three sources of conflict.
102. **Functional Conflict** supports the goals of a group – its presence within the organization actually improves performance.
103. A **conflict** is **more** than a mere disagreement - it is a situation in which people perceive a threat (physical, emotional, power, status, belief system, etc.) to their wellbeing .
104. **Forcing** also known as competing.
105. **Smoothing** also known as accommodating.
106. **Budget Monitoring** is the continuous process by which we ensure the Action plan is achieved, in terms of expenditure and income.
107. **Win-Win (Collaborating)** Also known as problem confronting or problem solving.
108. **Value conflict** involves incompatibility in ideologies - the preferences, principles and practices that people believe in
109. **Power conflict** when each party wishes to maintain or maximize the amount of influence that it exerts in the relationship
110. **Psychological biases** Decision makers do not always behave in an objective manner in the way they gather, evaluate, and apply information in making their choices
111. Hierarchy and market focus on **stability**.
112. Pattern of shared values and beliefs that produce certain norms of behavior is called **organizational culture**.
113. Successful organizations simultaneously take up **two** types of planned change
114. **John Kotter** (1996) has outlined an eight-step model for effective change efforts.
115. John Kotter (1996) has outlined an **eight-step** model for effective change efforts.
116. **Organizational Leadership** represents the managerial style of the organisation's senior executives
117. **Organizational Structure** defines the levels of hierarchy, the degree of rules and regulations and where decisions are made.
118. Factors that cause stress are called "**Stressors**"
119. **Intergroup conflict** When misunderstanding arises among different teams within an org.

120. “A situation that arises when one party perceives that another party has negatively affected, or is about to negatively affect, something that the first party cares about” is called **conflict**.
121. Budgetary factors are of **two** types, resources and goals.
122. **Restrict Expenditure** develop ability to limit how much money is spent on certain operations.
123. Leader is the sole decision maker in **Authoritarian**.
124. Members brainstorm and share ideas, talk over the matters, make and then implement the agreed decision in type of **Group decision**.
125. **Belief bias** – making decisions based on a routine knowledge
126. **Hindsight bias** – to see event as inevitable once it occurs
127. **Omission bias** – risky information is excluded
128. **Confirmation bias** – examining what is expected from observations
129. **Make the Decision** this is a critical step.
130. Level 5 leadership is a necessary element for taking an organization from good to great – but **it's not the only one**.
131. The mental process of making a wise judgment focusing on personal conviction and actions is called **Critical Thinking Skills**.
132. Include the day-to-day operations of the org are called **Operational Plans**
133. Good to great leaders confront the most **brutal facts** of their current reality, with absolute faith that they will prevail in the end.
134. Creates superb results, a clear catalyst in the transition from **good to great**
135. **Action** is the means, or specific activities, that are planned to achieve the objectives
136. **Planning** Process of thinking about and organizing the activities required to achieve a desired goal.
137. The alternatives are compared to each other against a set **criteria** for selecting the most probable and beneficial option.
138. **Creativity** Process of generating new ideas, views and systems to solve problems and arrive at decisions efficiently
139. Level 5 leaders look out the window to appropriate credit to factors outside **themselves** when things go well.
140. **Contingent Decisions** - Decisions that were already identified but were **set aside** until the **suitable conditions** are available/ met with.
141. As a **science**, decision-making requires knowledge of method, and rule or principle concerning the issue or problem.
142. **Strategic plans**: Made by top managers.
143. **Operational plan** specifically define necessary decisions and actions to be taken by functional departments.
144. Paradox Named after Admiral James Stockdale, winner of the Medal of honor who survived for 7 years in a Viet Cong POW camp by holding on to **two contradictory beliefs**.
145. The leadership level immediately below the level 5 leadership is called **effective leader** and works towards reinforcing followers commitment to a compelling vision.
146. The process of selecting one alternative from among a number of alternatives available is called **Decision Making**.
147. It is always **difficult** to take a quick decision on a sensitive issue.
148. The paradox relates with holding the **combination of complementary** in level 5 leader.
149. In level 5 leader They will go everything they can to make sure the company will succeed after them by appointing a successor with **their same characteristics**.
150. a teacher may let a student coming late to enter the class on a particular day but may not allow him/ her on another day is example of **Situational decision**.
151. **Individual decision** is based on personal values & preferences.
152. **Succession Planning** They want to see their organizations become even more successful in the next generation.
- 153.

EDU602 MCQ's Quiz 1 & 2

1. Classical school of management is concerned with....
 - Process
 - **people**
 - integrative
 - environment
2. Modern school of management is about....
 - Process
 - people
 - integrative
 - **environment**
3. According to..... theory every person is equally likely to be a good leader with proper training.
 - Contingency
 - **behavioral**
 - trait
 - style
4. According Leader uses this style by directly stating the decisions without asking.....
 - Heads
 - president
 - **the team members**
 - colleagues
5. Good leaders use allstyles, depending on what forces are involved between the followers, the leaders and the situation.
 - 2
 - **3**
 - 4
 - 5
6. These contingency theories of leadership also known astheories of leadership
 - Constitutional
 - **situational**
 - provisional
 - conventional
7. A leadership attribute that is universally liked is being.....
 - **Dynamic**
 - egocentric
 - sensitive
 - irritable
8. theories deal with behaviour of leaders.
 - Contingency
 - **behavioural**
 - trait
 - cognitive resource
9. TL (Transformational leadership) helps in setting clear and adequately high performance standards for schools and teachers and Emphasizes too much of
.....
 - Lethargy
 - procrastination
 - ill-discipline
 - **memorization**
10. When the leadership continuum becomes subordinate-centered.
 - **Manager permit subordinate to make decision**
 - Manager gets suggestions
 - Manager invites questions
 - Manager shares decisions
11. Great leaders were often from the aristocracy, as few from lower classes had the opportunity to lead.

- Lower class , aristocracy
- Commoners, masses
- **Aristocracy, lower class**
- Masses, aristocracy

12. **Bass** argues that leaders can and should be both transactional and transformational and that a combination of these two is the most successful kind.

- Burns
- **Bass**
- Byzel
- bennis

13. Transactional leadership is based on the premise that people are motivated by reward and **punishment**.

- Money
- **Punishment**
- Promises
Surety

14. appears last in the list of key leadership traits, but is extremely important.

- Analytical skill
- Communication skill
- Ability to listen
- **Aggressiveness**

15. Selling the vision involves

- Creating an inspiring vision of future
- Conducting an analysis of the environment
- Understanding values of the followers
- **Appealing to follower's values**

16. **EI** is the best predictor for leadership

- **Emotional intelligence**
- Technical skills
- Intelligence quotient
- threshold

17. In paternalistic style leaders act as a **father** figure.

- Public
- Mother
- **Father**
- Brother

18. To prompt Idealized influence, transformational leader has to

- **Interact positively with the followers**
- Provide conducive environment
- Acts as strong role model
- Stimulate followers to be creative and innovative

19. A democratic leader is

- Autocratic
- **Consultative**
- Despotic
- Dictatorial

20. Honesty is regarded to be the highest skill required as a leadership trait.

- First
Second

- Third
- forth

21. A vision is of no use on its own: it needs to become reality

- Become mission
- Become known
- Become identified
- Become reality

22. Tannenbaum and Schmidt (1958) identified three forces that led to the leader's action.

- One
- Two
- Three
- four

23. can be achieved through transformational leadership

- Organization's expansion
- Educational reforms
- Multiple objectives
- Effective budgeting

24. Burns (1978) was the first who identifies the transformational leadership.

- Bass
- Bennis
- Burns
- Byzel

25. Given the flaws of early state studies, researchers turned to examining the actions, behaviours or that separated the effective leaders from ineffective leaders.

- History
- Behaviours
- Events
- Genetics

26. Kurt Lewin and his co researchers developed a leadership framework based on three different styles of leadership.(**Autocratic or Authoritarian, Democratic or Participative, Laissez Fair or Delegative**)

- Two
- Three
- Four
- Five

27. In transformational decision making the decision reflects on the common good but not the individual good.

- Individual
- Organizational
- Common

- managerial
28. A school with transformational leading teachers provides inspiration and motivation to the students to express creative behaviour.
- Mutual trust
 - Clear vision
 - Hope for future
 - **Creative behaviour**
29. A leadership style is a leader's style of providing direction, implementing plans and motivating people.
- Education
 - **Direction**
 - Prescription
 - Solution
30. The leader's ability to lead is contingent upon various situational factors, including the leader's preferred style, the capabilities and behaviours of followers and also various others situational factors.
- Qualification
 - Education
 - **Preferred style**
 - Choices
1. Democratic leadership improves the sharing of experiences and ideas within the business. □ Expectations
- Needs
 - **Ideas**
 - Objectives
2. CEOs identify key leadership traits, and rate the ability to motivate people as.... Among the skills required
- Highest
 - **Second highest**
 - third highest
 - lowest
3. In ... style the leader does not take the advice of his employee.
- Paternalistic
 - Democratic
 - Laissez-fair
 - **Autocratic**
4. The leader allows free reign to the employees and let them make decisions.
- Paternalistic
 - autocratic
 - Democratic
 - **Laissez-fair**
5. Human resource development is an essential part of business acumen of a transformational leader.
- Budget formulation
 - Strategic planning
 - **Human resource development**
 - Strategy formulation
6. Brymen (1992) splits leadership research into four phases.
- 2
 - 3
 - **4**
 - 5
7. Leadership need vision in
- Style
 - Contingency
 - **Trait**
 - New leadership
8. Transcendent leadership identifies...
- **Need to act openly**
 - Potential future leader
 - Workforce dynamics
 - Elements of motivation

9. A commitment to the Of the organization is the critical feature of transformational leadership for bringing revolutionary change in the organization

- Strategic plan
- Mission
- Vision
- Objectives

10. Theories relate to leadership in the context of specific situations.

- Situational
- Functional
- Integrated
- Contingency

11. **Democratic Leader** Involves the groups in decision making

- Dictatorial
- Democratic
- Laissez-faire
- Autocratic

12. Transactional leader works through creating well defined structures and makes it clear as to what is required of their subordinates and the reward what they get for following orders.

- Colleagues
- Government
- Followers
- Subordinates

13. Leaders who are very effective at one place and time may become unsuccessful either when transplanted to another situation or when the factors around them change.

- Operational
- Unsuccessful
- Effective □ Active

14. Behavioural theories of leadership do not seek inborn traits, rather they look at what leaders actually do.

- Say
- Preach
- Claim
- Do

15. **Three** major theories have emerged from a range of views on leadership

- 2
- 3
- 4
- 5

16. A skilled team is created when people are helped by.....

- Providing solution when needed
- Keeping them engaged
- Communication vision
- Letting them find their own solution

17. Researchers therefore turned to examine how leadership is affected as the situation varies.

- Location
- Position
- Situation
- station

18. Using a delegative style with a worker who knows more about the job than you. You cannot do everything and the employees need to take ownership of her job! In addition this allows you to be more productive. □ Participative
- Authoritative
 - Autocratic
 - **delegative**
19. Laissez-faire style is not ideal in situations where group members lack **the knowledge** or the experience they need to complete tasks and make decisions
- Courage
 - **Knowledge**
 - Capability
 - Urge
20. An autocratic leader uses this because there is not enough **time** and the members ran out of ideas.
- Money
 - Motivation
 - **Time**
 - drive
21. Trait theory holds that a leader must have certain inherent, **innate** qualities.
- Learnt
 - Hidden
 - **Innate**
 - Acquired
22. Theleader includes one or more employees in the decision making process, but retains the final decision making authority.
- Laissez-faire
 - Autocratic
 - **Democratic**
 - Paternalistic
23. **Laissez-faire Leader** Give the group full freedom.
- **Laissez-faire**
 - Democratic
 - Autocratic
 - dictatorial
24. Inspirational motivation can be achieved by transformational leaders by...
- Stimulating followers
 - Providing support
Interactive environment
 - **Communicating high expectation**
25. A leadership attribute that is universally disliked is being..
- Decisive
 - Dependable
 - Subdued
 - dictatorial
26. Trait theory and behaviorism both see leadership as an objective set of qualities or actions that must be **mastered**.
- Learned
 - **Mastered**
 - Acquired

- owned

27. Transparent leadership

- Envisions future clearly
- Treats people equally
- Puts people at ease
- **Acts ethically**

28. The leader knows the problem, but does not have all the information, uses a **participative** style with a team of workers who know their jobs

- Autocratic
- Authoritative
- **participative**
- democratic

29. Laissez-faire or lais-ser faire) is a French word and stands for **non-interference** in the affairs of the others.

- Interference
- Interruption
- **Non-interference**
- infiltration

30. transformational leadership enables to achieve higher levels of staff development by training teachers to take the leadership in more.... Ways

practical and realistic

- creative and innovative
- supportive and helpful
- demonstrative and open

31. A democratic leader is □ Autocratic

- Consultative
- Despotie
- Dictatorial

32. Leadership is affected by the situation in .. approach

- Contingency
- New leadership
- Trait
- Style

33. Focuses on the basic management process of controlling, organizing and short term planning.

- Transactional
- Laissez-faire
- Democratic
- autocratic

34. Transformational leadership is needed in educational institution on which a moral foundation of legitimate values must rest

- Moral foundation
- Mission and vision
- Set
- Programs

35. Transformational leadership empowers □ Group networking

- Professional development
- Followers interaction
Team dynamics

36. Delivery of vision demands management by

- Motivating people
- Staying ahead of event
- Walking around
- Clear headedness

37. The individual's thinking patterns based on his/ her observations and conclusions that may sometimes lead to false assumptions, wrong judgments, and faulty reasoning.

- Cognitive biases
- Past experience
- Contingent decision
- None of the above

38. Group decision are also known as.....

- Consensus
- Planning
- Authority
- All of above

39. The plan that directly support implementation of strategic plans are called..... plan

- Strategic
 - Tactical
 - Operational
 - multilevel
40. A specific result to be achieved; the end result of a plan.
- Goal
 - Plan
 - Administration
 - Action
41. Decision Involves certainty and assurance of the initial results before a final decision is made.
- Conditional
 - Trial and error
 - Experimental
 - Reversible
42. Plans are usually developed at three levels (**Strategic, Tactical, Operational**)
- 2
 - 3
 - 4
 - 5
43. The process of setting goals and courses of action, developing rules and procedures, and forecasting future outcomes.
- Planning
 - Organizing
 - Controlling
 - Influencing
44. The **behavioural** management theory is also known as the human relations movement because it addresses the human dimension of work.
- Social
 - Behavioural
 - Human
 - Physiological
45. An effective mission emphasizes **innovation** and improvement in providing learning for all – students and educators of all backgrounds.
- Innovation
 - Expansion
 - Elaboration
 - Motivation
46. A leader who uses fear and threats to get the jobs done – bossy.
- Paternalistic
 - Laissez-faire
 - Democratic
 - Autocratic
47. Hawthorne effects state that **Workers** care about self-fulfilment, autonomy, empowerment, social status and personal relationships with co-workers.
- Administrator
 - Leader
 - Workers
 - manager
48. The managers at different levels are given specific **functions** which are properly coordinated.
- Resources
 - Locations □ Functions
 - Instructions

FINAL TERM MCQS QUIZ 3 & 4

1.

EDU 402 QUIZ SOLVED

1. Good-to-great leaders confront the most _____ of the current reality. With absolute faith that they will succeed in the end.
prominent truths **BRUTAL FACTS** practical aspects immediate features
2. Transactional leadership identifies _____
Need to act openly potential future leader workforce dynamics **elements of**
motivation
3. Transparent leadership
Envisions future clearly treats people equally puts people at ease **ACTS ETHICALLY**
4. According to the behaviorist school of thought, becoming a leader is just a matter of proper _____
Education **TRAINING** inheritance luck
5. _____ theories deal with behavior of leaders.
Contingency **BEHAVIORAL** trait cognitive resource
6. The autocratic leader uses this style when s/he directly states the decision without asking the _____
Heads president **TEAM MEMBERS** colleagues
7. An autocratic leader uses this style because there is not enough _____ and the member ran out of ideas.
Money motivation **TIME** drive
8. CEO's identify key leadership traits and rate the ability to motivate people as _____ among the skills required.
Highest **SECOND HIGHEST** third highest lowest
9. In _____ style the leader includes one or more employees in the decision making but retains the final decision-making authority.
Laissez-fair autocratic **DEMOCRATIC/PARTICIPATIVE** paternalistic
10. Transformational leadership may be a personality trait rather than _____ that can be developed.
BEHAVIOR style practice system
11. Being _____ is an important trait of a leadership
Relaxed joyful inguist tolerant
12. Commitment to the _____ of the organization is the critical feature of transformational leadership for bringing change in organization.
Strategic plan mission **VISION** objectives
13. Behaviorism is a _____ theory as it holds the leaders must show certain common personality markers

contingency style **TRAIT** new leadership

14. the contingency theories of leadership are also known as ____theories of leadership

constitutional **SITUATIONAL** provisional conventional

15. transformational leadership empowers_____ group networking **PROFESSIONAL**

DEVELOPMENT follower’s interaction team dynamics

16. he further states that leadership styles are based on the specific____ situation and the people the individual deals with the most

MANAGEMENT organizational employees strategic

17. a leader who is bossy and uses fear and threats to get the job done is using ____style

Laissez-fair **AUTOCRATIC** democratic paternalistic

18. A democratic leader is ____

Autocratic **consultative** despotic dictatorial

19. ____ leadership focuses on the basic management process of controlling, organizing and short-term planning

Laissez-fair autocratic democratic **TRANSACTIONAL**

20. when individuals do not have the knowledge or skills to do the job, the leaders have to be ____oriented

people task power **PRODUCTION**

21. in transformational decision making the decision reflects on the____ good.

Individual organizational **COMMON** managerial

22. a family that is weak willed and known for letting people take advantage of them will develop the habits of ____

leadership **ASSERTIVENESS** aggressiveness control

23. ____can be achieved through transformational leadership.

Organization’s expansion educational reforms multiple objectives effective budgeting

24. ____is an essential part of the business acumen of a transformational leader

budget formulation strategic planning human resource development strategy implementation

25. democratic leadership improves the sharing of experiences and ____within the business

expectations needs **ideas** objectives

26. trait theory holds that a leader must have certain ____qualities

learnt hidden **innate** acquired

27. In a ____ leadership, leader is not expected to know everything, and this is why s/he employs knowledgeable and skilled.

Laissez-fair autocratic **democratic** paternalistic

28. great leaders will arise when there is a great _____

Revolution **need** Revolt Uprising

29. transformational leader enables inspired action through _____

example **teams** activity accommodation

30. a leadership style is a leader’s style of providing ____, implementing plans, and motivating people

education **direction** prescription solution

31. to motivate employees, transformational leadership appeals to the employees’ ____ sense of dignity sense of righteousness self-motivation self-interest

32. transactional leaders ensure followers’ loyalty through ____

coercion **rewards** need fulfilment promise for future

33. Laissez-fair style is not ideal in situations where group members lack the ____ or experience they need to complete tasks and make decisions.

Courage **knowledge** capability urge

34. Hay McBer Advises that leadership ____ are the ways in which the leader interests set goals and Standards develops action plans, directs others, and gives feedback.

training **style** qualities characteristics

35. ____ argues that leaders should strive for a transformational leadership only.

Byzel **Burns** Bennis Bass

36. transactional leader works through creating well-defined structures and make it clear as to what is required of their ____

colleagues government followers **Subordinate**

37. when ____ the leadership continuum becomes subordinate-center manager permit subordinates to make decisions manager gets suggestions manager invites questions manager share decisions

38. In paternalistic style the leaders act as a ____ figure.

Public mother **father** brother

39. Bryman (1992) splits leadership research into ____ decades.

2 3 **4** 5

40. In ____ style the leader does not take advice of his employees.

Laissez-fair **autocratic** democratic paternalistic

41. the leaders who is competent and a good coach uses ____ style on a new employee who is just learning a job.

Participative **authoritative** autocratic delegative

42. delivery of vision demands Management by ____ motivating people staying ahead of events **walking around** clear headedness

43. In Laissez-fair, project can go off-track and deadlines can be missed when team members do not Get enough ____ from leaders motivation **guidance/feedback** support patronage

44. Leaders need vision in _____

Style contingency trait **new leadership**

45. leadership attribute that is universally disliked is being _____

decisive dependable subdued **dictatorial**

46. _____ claims that leaders can and should be both transactional and transformational and that a combination of these two is the most successful

Byzel Burns Bennis **Bass**

47. Good leaders use all the _____ styles at different times depending on what forces are involved between the followers, the leader and the situation

2 **3** 4 5

47. A skilled team is created when people are helped by _____

providing solutions when needed keeping them engaged

communicating vision **letting them find their own solutions**

48. _____ leadership comprises strict discipline and authority paternal kindness and moral integrity within a ruling atmosphere

Laissez-fair autocratic democratic **paternalistic**

49. when _____ the leadership continuum becomes boss-center manager permit

subordinates to make decisions manager gets suggestions manager invites questions

manager make decisions

50. _____ theories related to leadership in the context of specific situations

Situational functional integrated **contingency**

51. Kurt Lewin and his co-researchers developed a leadership framework based on _____ different styles of leadership.

Two **three** four five

52. _____ leader involves the group in decision making

Laissez-fair autocratic **democratic** dictatorial

53. leaders who are effective at one place and time may become _____ when transplanted to another situation

operational **unsuccessful** effective active

54. _____ appeared last in the list of key leadership traits, but is extremely important.

analytical skill communication skill ability to listen aggressiveness

54. in order to become more productive a leader uses a _____ style with a worker who knows more about the job than the leader.

Participative authoritative autocratic **delegative**

55. the focus is gradually shifting from individual learning to _____ learning.

group organizational team band

57. the leader who knows the problem but does not have all the information uses _____ style with a team of workers who know their jobs.

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58. Tannenbaum and Schmidt 1958 identified ____ forces that led to the leader’s action.

One two three four

59. behavioral theories of leadership do not seek inborn traits, rather, they took at what leaders actually____

Say preach claim do

60. a democratic leader helps improve _____ and involvement.

engagement Desire motivation happiness

61. an attribute of being a motive arouser is_____ universally liked universally disliked
mostly in disagreement never discuss

62. A vision is of no use on its own, it needs to ----

Become mission become known become identified become reality

63. people who make good leaders have the right or sufficient combination of _____

Inheritance behavior style traits

64. leadership attribute that is universally liked is being_____

Dynamic egocentric sensitive irritable

65.The concept of transformational leadership was introduced by ____ in 1978.

Byzel Burns Bennis Bass

66. Paternalistic style lies between the _____ and _____

Autocratic, democratic authoritative, participative participative , Autocratic democratic
,authoritative

67. school with transformational leading teachers inspires the students to express_____
mutual trust clear vision hope for future creative behavior

68. The Y-axis of leadership style matrix defines the ____ of the mask

Acceptability programmability authenticity nature

69. when it is clear how to perform the task, leaders who are _____oriented will increase dissatisfaction

People task power production

70. _____leaders give the group complete freedom.

Laissez-fair autocratic democratic dictatorial

71. Transactional leadership is based on the premise that people are motivated by reward and _____

Money punishment promises surety

72. In _____ approach leadership effectiveness is to do with how the leader behaves.

contingency style trait new leadership

73. Selling the vision involves creating an inspiring vision of future conducting and analysis of the environment understanding values of the followers appealing to follower's values

74. people are born with ____ traits.

Twisted inherited unknown known

75. ____ is best predictor for leadership.

Emotional intelligence technical skills intelligence quotient threshold

76. A leader can build trust with people by being ____ in the interactions.

open and honest objective kind and accommodating partial

77. Being a provocateur is a leadership attribute which is ____ universally liked universally disliked mostly in disagreement never discuss

78. the leader's ability to lead is contingent upon various situational factors including the leaders ____ and the capabilities of followers.

Qualification education preferred style choices

79. transformational leadership helps in setting clear and adequately high-performance standards for schools and teachers and exercises to avoid too much of ____

Lethargy procrastination ill-discipline memorization

1. Transactional leadership identifies ____ Need to act openly potential future leader workforce dynamics **elements of motivation**

2. Transparent leadership Envisions future clearly treats people equally puts people at ease **ACTS ETHICALLY**

4. According to the behaviorist school of thought, becoming a leader is just a matter of proper ____

Education **TRAINING** inheritance luck

5. ____ theories deal with behavior of leaders.

Contingency **BEHAVIORAL** trait cognitive resource

6. The autocratic leader uses this style when s/he directly states the decision without asking the____

Heads president **TEAM MEMBERS** colleagues

7. An autocratic leader uses this style because there is not enough____ and the member ran out of ideas.

Money motivation **TIME** drive

8. CEO’s identify key leadership traits and rate the ability to motivate people as__ among the skills required.

Highest **SECOND HIGHEST** third highest lowest

9. In ____ style the leader includes one or more employees in the decision making but retains the final decision-making authority.

Laissez-fair autocratic **DEMOCRATIC/PARTICIPATIVE** paternalistic

10. Transformational leadership may be a personality trait rather than____ that can be developed.

BEHAVIOR style practice system

11. Being _____ is an important trait of a leadership

Relaxed joyful inguist tolerant

12. Commitment to the ____of the organization is the critical feature of transformational leadership for bringing change in organization.

Strategic plan mission **VISION** objectives

13. Behaviorism is a _____ theory as it holds the leaders must show certain common personality markers

contingency style **TRAIT** new leadership

14. the contingency theories of leadership are also known as ____theories of leadership

constitutional **SITUATIONAL** provisional conventional

15. transformational leadership empowers_____

group networking **PROFESSIONAL DEVELOPMENT** follower's

interaction team dynamics

16. he further states that leadership styles are based on the specific____ situation and the people the individual deals with the most

MANAGEMENT organizational employees strategic

17. a leader who is bossy and uses fear and threats to get the job done is using ____style

Laissez-fair **AUTOCRATIC** democratic paternalistic

18. A democratic leader is _____

Autocratic **consultative** despotic dictatorial

19. ____ leadership focuses on the basic management process of controlling, organizing and short-term planning

Laissez-fair autocratic democratic **TRANSACTIONAL**

20. when individuals do not have the knowledge or skills to do the job, the leaders have to be ____oriented

people task power **PRODUCTION**

21. in transformational decision making the decision reflects on the____ good.

Individual organizational **COMMON** managerial

22. a family that is weak willed and known for letting people take advantage of them will develop the habits of ____

leadership **ASSERTIVENESS** aggressiveness control

23. ____can be achieved through transformational leadership.

Organization’s expansion educational reforms multiple objectives effective budgeting

24. _____ is an essential part of the business acumen of a transformational leader

budget formulation strategic planning human resource development strategy implementation

25. _____ democratic leadership improves the sharing of experiences and _____ within the business

expectations needs **ideas** objectives

26. _____ trait theory holds that a leader must have certain _____ qualities

learnt hidden **innate** acquired

27. _____ In a _____ leadership, leader is not expected to know everything, and this is why s/he employs knowledgeable and skilled.

Laissez-fair autocratic **democratic** paternalistic

28. _____ great leaders will arise when there is a great _____

Revolution **need** Revolt Uprising

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A leader cannot lead in a way that is not _____ Followers will see right through and will not find what they need in him as a leader.

- a) Durable
- b) **Natural**
- c) Forthright
- d) Transparent