

Assessment

Leadership Skills for Women

Revised Edition

The objectives of this book are:

- To define the qualities of effective leaders
- To present strategies for team leadership
- To address possible problems for the female leader

■ CRISP_{series}

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Assessment Questions for Leadership Skills for Women, Revised Edition

Select the best response.

1. A good leadership style is:
 - A. One that works for anyone
 - B. The one that is right for you

2. Leaders who like being team players should avoid:
 - A. Being patient
 - B. Being easy-going
 - C. Agreeing with everyone
 - D. Being a low risk-taker

3. Leaders who are characteristically outgoing should avoid:
 - A. Being gregarious
 - B. Risk-taking
 - C. Influencing others
 - D. Talking too much

4. Leaders should:
 - A. Inspire and motivate
 - B. Serve the company but have a global outlook
 - C. Be committed to high productivity
 - D. All of the above

5. Conflicts between work and personal life:
 - A. Have little effect upon a true leader's effectiveness
 - B. Can weaken the effectiveness of leadership

6. Statistics show that women allow themselves to be interrupted 50% more often than men.
 - A. True
 - B. False

7. Effective teams do not:
 - A. Collaborate
 - B. Accept the leader's vision
 - C. Avoid conflict
 - D. Enjoy group problem-solving
 - E. All of the above

8. Effective leaders make use of team members' styles. For instance, they use the ability of analytical team members to be:
 - A. Accurate
 - B. Quick to change
 - C. Trusting and intuitive
 - D. Easily influenced

9. A goal:
 - A. Is a measurable accomplishment
 - B. Includes time factors
 - C. Includes cost considerations
 - D. All of the above

10. You should be organized because:
 - A. It is a good way to be
 - B. It helps you meet goals
 - C. People expect women to be organized

11. You can avoid personal goals conflicting with work goals if:
 - A. You put work first
 - B. You put personal goals first
 - C. You prioritize your action

12. An effective leader:

- A. Works longer hours than the staff
- B. Delegates
- C. Monitors all work of employees
- D. All of the above

13. An accommodating conflict resolution style is:

- A. Always appropriate
- B. Appropriate if the other person is more experienced
- C. Appropriate if the issue is minor and harmony is important
- D. Necessary even if you have to make a major concession

14. Ways to manage conflict include:

- A. Asking direct questions
- B. Making clear your wants and the other person's wants
- C. Acknowledging the conflict
- D. All of the above

15. To manage unresponsive people, your best approach is to:

- A. Avoid involving them
- B. Point out that they are unresponsive
- C. Give them assignments and a presentation date
- D. Any of the above

16. The process of training for optimum work performance is:

- A. Coaching
- B. Counseling

17. When you must deliver a critical message, a good technique is to:

- A. Refer to what a higher authority believes
- B. Avoid doing it
- C. Offer to solve the problem yourself
- D. Use "I" messages

18. Anger is an honest feeling and can be an important safety valve.
- A. True
 - B. False
19. When you feel angry, a productive technique is to:
- A. Admit that you are angry
 - B. Confront the situation or person that triggered the anger
 - C. Take deep breaths to calm yourself
 - D. Any of the above
20. An effective “stressbuster” is to live in the moment.
- A. True
 - B. False
21. Success is:
- A. Reaching the top of the corporate ladder
 - B. Doing what you like to do
 - C. Having an expensive home and car
 - D. Based on the number of people reporting to you
22. If you like your job but have to do all the work at home, you should:
- A. Find a way to hire help
 - B. Let little things go undone
 - C. Treat domestic arrangements as management challenges
 - D. Any of the above
23. A leader with inner confidence can empower others.
- A. True
 - B. False
24. Assertive behavior:
- A. Is indirect
 - B. Communicates superiority
 - C. Is active, direct, and honest
 - D. Is competitive

25. To have personal power, you must:
- A. Communicate clearly and directly
 - B. Dress professionally
 - C. Have a private office

**Answer Key for
Leadership Skills for Women, Revised Edition**

Recommended response (Corresponding workbook page)

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|----------|------------|------------|------------|------------|
| 1. B (4) | 6. A (15) | 11. C (33) | 16. A (48) | 21. B (55) |
| 2. C (5) | 7. C (19) | 12. B (39) | 17. D (51) | 22. D (55) |
| 3. D (5) | 8. A (22) | 13. C (42) | 18. A (53) | 23. A (56) |
| 4. D (8) | 9. D (28) | 14. D (44) | 19. D (53) | 24. C (57) |
| 5. B (6) | 10. B (31) | 15. C (46) | 20. A (54) | 25. A (60) |