

MANAGEMENT AND LEADERSHIP THEORY
ANALYSIS OF MEETING WITH LEADERSHIP

Worksheet for Meeting Leadership

Instructions: Make a check mark next to any effective behaviours used by the leader and make brief notes describing the behaviour in more detail. In a one page report analyze the meeting using theories/concepts chapters 1-8.

- 1. Clearly explains the purpose of the meeting and required preparations.
- 2. Describes the problem without implying the cause or solution.
- 3. Shares essential information with group members.
- 4. Allows ample time for idea generation without immediate evaluation.
- 5. Encourages and facilitates participation by all members.
- 6. Keeps the discussion focused on the purpose or objective.
- 7. Uses systematic procedures for evaluation of proposed solutions.
- 8. Clarifies communication and summarizes progress in a timely way.
- 9. Encourages an integrative "win-win" solution if there is conflict.
- 10. Clarifies member responsibilities for implementation.

* Val la Jente point from 1-8
3 theories Double space type
APA wedas