

BADM 651
MANAGEMENT AND LEADERSHIP THEORY
ASSIGNMENT 2: ANALYSIS OF MEETING WITH LEADERSHIP
DUE: NOVEMBER 10

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.

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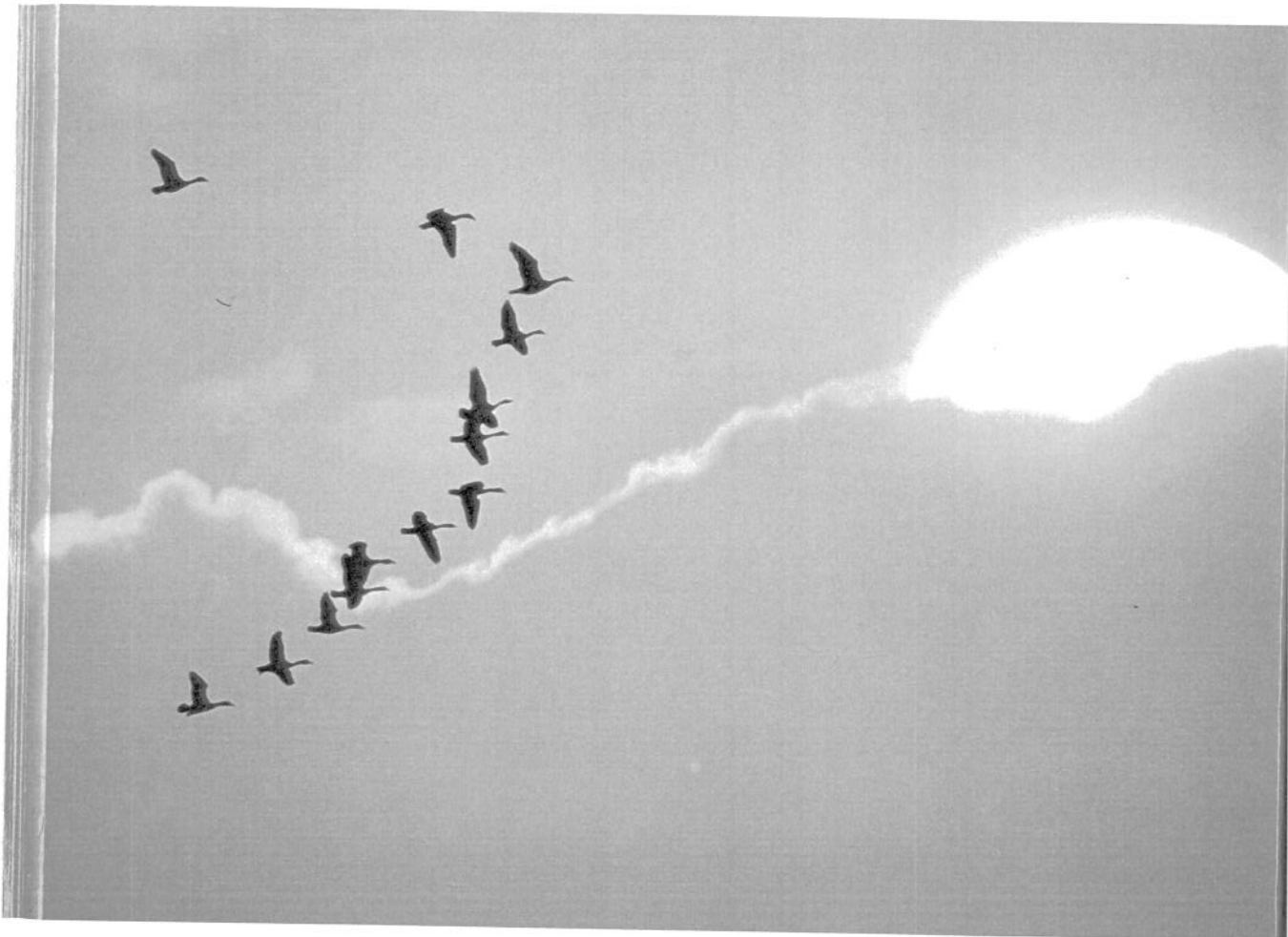
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Leadership in Organizations focuses on effective leadership in organizations through both theory and practice. This book explains and critiques the major theories and studies that are most relevant and informative and reviews what we know about leadership effectiveness. This combination of theory and practice makes this text a useful resource for practicing managers who are looking for something more than superficial answers to difficult questions about leadership.

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