

# UNDERSTANDING YOUR LEADERSHIP ACTIONS

## QUESTIONNAIRE

Each of the following items describes a leadership action. In the space next to each item write ***5 if you always*** behave that way, ***4 if you frequently*** behave that way, ***3 if you occasionally*** behave that way, ***2 if you seldom*** behave that way, and ***1 if you never*** behave that way.

When I am a member of a group:

I offer facts and give my opinions, ideas, feelings, and information in order to help the group discussion. a. \_\_\_\_\_

I warmly encourage all members of the group to participate. I am open to their ideas. I let them know I value their contributions to the group. b. \_\_\_\_\_

I ask for facts, information, opinions, ideas, and feelings from the other group members in order to help the group discussion. c. \_\_\_\_\_

I help communication among group members by using good communication skills. I make sure that each group member understands what the others say. d. \_\_\_\_\_

I give direction of the group by planning how to go on with the group work and by calling attention to the tasks that need to be done. I assign responsibilities to different group members. e. \_\_\_\_\_

I tell jokes and suggest interesting ways of doing the work in order to reduce tension in the group and increase the fun we have working together. f. \_\_\_\_\_

I pull together related ideas or suggestions made by group members and restate and summarize the major points discussed by the group. g. \_\_\_\_\_

I observe the way the group is working and use my observations to help discuss how the group can work together better. h. \_\_\_\_\_

I give the group energy. I encourage group members to work hard to achieve our goals. i. \_\_\_\_\_

I promote the open discussion of conflicts among group members in order to resolve disagreements and increase group cohesiveness. I mediate conflicts among members when they seem unable to resolve them directly. j. \_\_\_\_\_

I ask others to summarize what the group has been discussing in order to ensure that they understand group decisions and comprehend the material being discussed by the group. k. \_\_\_\_\_

I express support, acceptance, and liking for other members of the group and give appropriate praise when another member has taken a constructive action in the group. l. \_\_\_\_\_