



QUIZ NO 1

GRAND QUIZ

- In a _____ leadership a leader is not expected to know everything and this is why you employ knowledgeable and skilled people. _____ **Democratic**
- In the effective school, the acts as an instructional leader _____ **principal**
- Given the flaws of early state studies, researchers turned to examining the actions, ... that differentiated the effective leaders from ineffective leaders. _____ **behaviours**
- A leader must understand his own _____ as he also brings unique gifts to his role as leader _____ **Strengths**
- Which type of Leader gather follower through strength of personality and charm ____ **Charismatic**
- Transforming inputs into outputs and receiving feedback is _____ **System management theory**
- In _____ style the leader does not take the advice of his employees _____ **Autocratic**
- Which type of leaders Make unilateral decisions _____ **Autocratic Leader**
- When leaders should devote all their energy to pursue the one thing it does best _____ **Hedgehog Concept**
- Selling the vision involves _____ **appealing to followers' values**
- The leader's ability to lead is contingent upon various situational factors, including the leader's....., the capabilities of followers _____ **preferred style**
- Kurt Lewin and his co researchers conducted the first major study of leadership styles in _____ **1939**
- Dealing with complexity is the core of management theory _____ **modern**
- Early forms of -----concepts have been applied throughout history in order to progress as a society. _____ **management**
- To motivate employees, Transformational leadership appeals to the employees' _____ **self-interest**
- A leader who is bossy and uses fear and threats to get the job done is using-----style _____ **autocratic**
- knows a little about many things. _____ **fox**
- theories are concerned with the personal characteristics of the leaders. _____ **trait**
- The quantitative school of management combines----- theory and behavioural science through the use of statistical models and simulations. _____ **classical management**
- Transactional leader works through creating well-defined structures and makes it clear as to what is required of their----- . _____ **subordinates**
- In which type of management, the managers use math and statistics for problem solving? _____ **Scientific management**
- Productivity -----when workers believe that they are being observed closely. _____ **increases**
- Analyzing metrics during business activities to ensure completion of tasks and identify areas for improvement is----- . _____ **control**
- The plans that includes day to day activities of the organization are called ----- plans. _____ **Strategic**
- A leadership style is a leader's style of providing-----, implementing plans, and motivating people. _____ **direction**

26. The Hawthorne Effect states that----- care about self-fulfillment, autonomy, empowerment, social status and personal relationships with co-workers._____ **workers**
27. Which type of leadership style can be quite autocratic?_____ **People oriented**
28. Decisions that were already identified but were set aside until the suitable conditions are available are called ----- ._____ **Contingent Decisions**
29. Social systems work best with a clear chain of command in-----leadership style._____ **transactional**
30. _____organizations lurch back and forth with radical change programmes._____ **Mediocre**
31. As a -----, decision-making requires knowledge of method, and rule or principle concerning the issue or problem _____ **Science**
32. An organization combines functional and divisional chains of command in a grid so that there are two command structures—vertical and horizontal – used for projects: This is ----- organizational structure. _____ **Matrix**
33. Laissez-faire stands for -----in the affairs of others. _____ **non interference**
34. The syllabus must be ----- to allow re-teaching when the students are having trouble with certain key concepts. _____ **Flexible**
35. ----- leaders seek help when they need it. _____ **Level 5**
36. ----- satisfaction and working conditions are important in achieving worker productivity. _____ **employee**
37. Level 5 leaders are keen on developing a successor with_____ to ensure that company progresses even after they are gone. _____ **similar characteristics as theirs**
38. The most powerful tool in a leader's toolbox is _____ **vision**
39. When individuals do not have the knowledge or skills to do the job, the leaders have to be----- oriented. _____ **production**
40. ----- is the best predictor for leadership. _____ **emotional intelligence**
41. Laissez-faire style is not ideal in situations where group members lack the----- or experience they need to complete tasks and make decisions. _____ **knowledge**
42. How many leadership styles are suggested by Iowa? _____ **3**
43. Situational theory tends to focus more on the -----that the leader should adapt, given situational factors (often about follower behaviour). _____ **behaviours**
44. According to -----theory every person is likely to be a good leader with proper training _____ **behavioural**
45. Which type of leader can create demotivation and alienation of staff? _____ **Autocratic**
46. Which theory from the following gives emphasis on the economic rationality of people and organization? _____ **Classical school of management**
47. There are ----- sides of level five leadership. _____ **two**
48. Hay Mcber advises that leadership -----are the ways in which the leader: listens, sets goals and standards, develops action plans, directs others and gives feedback. _____ **styles**
49. Fayol named ----- functions / roles of management , in the Administrative School of Management. _____ **6**
50. Modern school of management is about----- . _____ **environment**
51. Human relation theory of management was presented by ----- . _____ **Elton Mayo**
52. To prompt Idealized influence, Transformational leader has to _ **act as strong role model**
53. _____ claims that leaders can and should be both transactional and transformational and that a combination of these two is the most successful kind. _____ **Bass**
54. ----- decisions are permanent choices. _____ **Irreversible**
55. According to Theory People are born with inherited traits _____ **Trait**
56. is The process of setting goals and courses of action, developing rules and procedures, and forecasting future outcomes _____ **Planning**
57. He further states that leadership styles are based on The specific situation and the people the individuals deals with most _____ **management**

58. the person responsible for supervising the use of an organization's resources in fulfillment of the organize_____ **Manager**
59. It is understanding what is needed , in terms of human and other resources, to achieve success and developing the plan to achieve it is known as _____ **Situation**
60. he seminal "bureaucracy" theory, a formalized and idealized view of organizations was put forward_____ **Max weber**
61. Which option from the following is the set of research based characteristics of a school's climate associated with improved and better student learning ? _____ **Correlates**
62. A school is effective not because of the specific nature of what is taught but through an atmosphere which is _____ **both a and b**
63. 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_____ **Natural**
64. Teachers at effective schools genuinely believe that every kid has the raw materials to be a successful_____ **Student**
65. the stones of these monuments were found cut and moved efficiently due to effective ____ **plan**
66. the principle of Employment based on technical qualifications was introduced by _____ **Max weber**
67. Management Grid model was introduced in _____ **1964**
68. ----- is an exercise in logic applied to situations in modern management theory. _____ **Management**
69. The ----- management theory is also known as the human relations movement. _____ **Behavioral**
70. Leadership directs the organization in a way that makes it more----- and coherent. _____ **cohesive**
71. The students and staff are deeply concerned about the -----and precisely focused on how to get to that. _____ **future**
72. Leadership is ----- by which a person influences others to accomplish an objective. _____ **process**
73. According to Maslow, human ----- can be arranged in a hierarchy of importance, from the lowest to highest. _____ **Needs**
74. To be a leader, a person must have a deep-rooted -----to the goal that he will strive to achieve it even if nobody follows him. _____ **commitment**
75. The seminal "bureaucracy" theory, a formalized and idealized view of organizations is based on -----major principles. _____ **6**
76. The effective school allocates and protects a significant amount of -----for instruction of the essential curricular areas. _____ **Time**
77. "Principles of Scientific Management" was put forward by----- _____ **Fredrick Taylor**
78. There are ----- levels of management _____ **Three**
79. In an effective school ,the students & the staff are full of -----for each other _____ **respect**
80. In effective school, who acts as an instructional leader? _____ **Principal**
81. Knowledge, concepts and skills are expected to learn by all children are considered as: _____ **essential**
82. A measure of how efficiently and effectively managers use available resources is organizational----- _____ **efficiency**
83. Egyptian pyramids would not have been built without the -----of all of the required tasks _____ **management**
84. The core ideas of ----- school of management include application of science to practice of management. _____ **classical**
85. The basic components of an effective school include _____ **all of the above**
86. Collegial and collaborative staff, clean and committed environment are the basic components of ----- school. _____ **Effective**
87. When MA Weber gave The theory of social and economic organization _____ **1905**

88. In the effective school, staff have the ability to help all students attain that _____ **mastery**
The broader concept of leadership recognizes that leadership is always passed on from the in any organization. _____ **followership**
89. Those you are leading bring their own unique gifts to the situation, and are called _____ **followers**
90. must feel secure in their school community _____ **Students**
91. Students must feel _____ in their school community so that their energies can be applied to learning. _____ **Secure**
92. know that _____ is about today, and leadership about tomorrow _____ **Management**
93. _____ skills are defined as providing vision and strategy, as well as leading transformational change _____ **Leadership**
94. Teachers at effective schools are aware of limited instruction time and create a with that in mind. _____ **syllabus**
95. A is full of new ideas and believes in experimenting and creating new things _____ **leader**
96. The researcher Ron Edmonds, Wilbur Brookover refuted the notion that had no impact on learning _____ **schools**
97. The leader has to be practical and _____, yet must Talk the language of the visionary _____ **Realist**
98. people, their skills, know-how and experience, machinery, raw materials, computers and IT, parents, financial capital are known as _____ **Resources**
99. True leaders must become strategic” rather than _____ “**operational**
100. The ability to analyse and diagnose a situation and distinguish between cause and effect. _____ **Conceptual Skills**
101. Manager chooses the right goals to pursue, but does a poor job of using resources to achieve these goals _____ **Low efficiency/high efficiency**
102. Which type of school successfully achieves the targets set by the stakeholders by showing high grades and good results in exams? _____ **Good school**
103. deciding upon business goals and the methods to achieve them. _____ **Planning**
104. He has to be the one who can appropriately set the tempo _____ **leader**
105. Articulation and _____ of specific principles of management are the core ideas of the classical school of management _____ **Application**
106. Change Leaders. These are the individuals who thrive on and actively seek to make future _____ **chaos**
107. loyal customers and employees from an integral part of _____ **Resources**
108. Leaders make followers and the managers look for ----- _____ **subordinates**
109. According to Kotter for the success of organizations both are necessary: _____ **Leadership and management**
110. According to Fayol, there are ----- principles of management. _____ **14**
111. Correlates are concepts with which we can analyze that complex social organization of a school in order to cause the school as a whole to----- _____ **improve**
112. These roles evolved into ----- principles of management. _____ **14**
113. A structure unit of people who work together and coordinate their actions to achieve a collective goal is called ----- . _____ **Organization**
114. Welcoming school communities insist on relationships that sponsor mutual -----among students. _____ **respect**
115. Extensive work has been done in the _____ **last century**
116. The best way for jobs to be done is management _____ **Authoritative**
117. Those organizations will survive and flourish which have _____ **Change leaders**
118. Levels of management are the convenient platforms created to the activities of the enterprise. _____ **manage**
119. A measure of the appropriateness of the goals an organization is pursuing and the degree to which they are achieved”.is called _____ **Effectiveness**

120. A requirement for leadership is personal_____ **vision**
121. In the effective school, student academic progress is measured frequently using a variety of procedures_____ **assessment**
122. He works in an autocratic, consultative or democratic way_____ **manager**
123. During 1980's and into early 1990's , a major restructuring of work took place due to advancement, competition and outsourcing._____ **technological**
124. Staff accept responsibility for students learning of the school's essential _____ **goals**
125. A measure of how well or how productively resources are used to achieve a goal"._____ **Efficiency**
126. It is expected that all children will learn at least the essentially needed__ **ALL of the above**
127. The leader is an _____ and the manager is an administrator_____ **Creator**
128. leadership is different from management it was stated by _____ **Kotter**
129. designed a project scheduling model for increasing the efficiency of project execution and completion._____ **Frederick Taylor**
130. The _____ creates a "community of shared values"._____ **Leader**
131. Leaders carry out this process by applying their leadership knowledge and skills This is called _____ leadership_____ **Process**
132. The function that coordinates the efforts of people to accomplish goals and objectives using available resources efficiently and effectively is called _____ **Management**
133. Which from the following option is used to improve both individual student performance and instruction is an effective school_____ **Results**
134. bureaucratic School of Management was developed by _____ **Max weber**
135. a is the one who will ask for the reasons as his job is to keep his vision on the company's goal and objectives _____ **manger**
136. 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. _____ **Natural**
137. The Neo-classical thought stressed upon_____ of jobs, processes and technologies to maximize economic yield. _____ **Standardization**
138. Which type of school successfully achieves the targets set by the stakeholders by showing high grades and good results in exams? _____ **Good school**
139. Which option from the following is the set of research based characteristics of a school's climate associated with improved and better student learning? _____ **Correlates**
140. The new leadership approach includes charismatic and__ leadership. ____ **Transformational**
141. Leadership is strictly a _____ centered work. The role of a leader is to get others to achieve an objective willingly. _____ **People**
142. Students must feel_____ in their school community so that their energies can be applied to learning._____ **Secure**
143. know that _____ is about today, and leadership about tomorrow _____ **Management**
144. if anything goes wrong, then it will be the_____ who will ask the question in what and why as s/he has to answer the higher-ups _____ **Leader**
145. _____ theories imply that leaders can be trained _____ **Behavioral**
146. In _____ approach, leadership effectiveness is to do with how the leader behaves,_____ **Style**
147. _____ skills are frequently considered to be planning, controlling and monitoring ____ **Management**
148. _____ major theories have emerged from a range of views on leadership _____ **3**
149. leaders who are people oriented will increase employee satisfaction and performance when _____ **subordinates experience excessive pressure**
150. The ability to understand, alter, lead, and control the behavior of other individuals and groups _____ **Human skills**
151. The principal can make a mission effective by being _____ and energetic in sharing her vision with faculty. _____ **Persistent**

152. Articulation and ____ of specific principles of management are the core ideas of the classical school of management. **Application**
153. The leader has to be practical and ____, yet must Talk the language of the visionary. **Realist**
154. Leaders give solutions while the ____ create action plans. **Managers**
155. leadership is a process by which a person influences others to accomplish ____ **Objectives**
156. understanding what is needed, in terms of human and others resources, to achieve success and developing the plan to achieves ____ **Situation**
157. the basic components of an effective school include ____ **All of the above**
158. Modern, Classical, Neo-classical are schools of ____ **Management**
159. Neo-classical school of management relates to ____ **People**
160. The effective school practices that the principal is the ____ **Leader of leaders**
161. ____ skills are defined as providing vision and strategy, as well as leading transformational change ____ **Leadership**
162. Teachers at effective schools genuinely believe that every kid has the raw materials to be a successful ____ **Student**
163. job-specific skills required to perform a particular type of work or occupation at a high level ____ **Technical skills**
164. The managers at different levels are given specific ____ which are properly coordinated ____ **Functions**
165. results are used to improve both individual student performance and ____ **Instruction**
166. The core ideas of ____ school of management include application of science to practice of management ____ **Classical**
167. Those organizations will survive and flourish which have ____ **Change leaders**
168. According to Fayol ____ need specific roles in order to manage work and workers. ____ **Managers**
169. Every ____ must understand that when an organizational goal is achieved it leads to fulfillment of their personal needs ____ **Worker**
170. Those you are leading bring their own unique gifts to the situation, and are called ____ **Followers**
171. The ____ creates a “community of shared values”. ____ **Leader**
172. The system school of management was put forward by ____ **Ludwig von Bertalanffy**
173. according to Burke and ____ (2004) management is now based around knowledge workers ____ **Cooper**
174. Bryman (1992) splits leadership research into ____ decades. ____ **4**
175. in which theory we transform inputs into outputs and receive feedback? **System management**
176. In the level of management, the supervisors belong to the ____ **Lower level**
177. choosing to “lead from ____” is the only way to create the optional chance for leadership success. ____ **Strength**
178. A mnemonic for leadership is person, people and ____ **Purpose**
179. Leaders carry out this process by applying their leadership knowledge and skills This is called ____ leadership ____ **Process**
180. Rather than focus on production, situations, or technology, the neoclassical theory was concerned with the ____ **Employee**
181. An effective mission emphasizes ____ and improvement in providing learning for all ____ **Innovation**
182. In ____ style the leader allows free region to the employees and let them make decisions ____ **Laissez-fair**
183. Great leaders were often from the-----, as few ____ had the opportunity to lead. **Aristocracy, lower class**
184. Classical school of management is concerned with ____ **Process**

185. _____ is an exercise in logic applied to situations in modern management theory **Management**
186. Leadership directs the organization in a way that makes it more _____ coherent. **cohesive**
187. The students and staff are deeply concerned about the _____ and precisely focused on how to get to that. **future**
188. According to Maslow, human _____ can be arranged in a hierarchy of importance, from the lowest to highest. **needs**
189. To be a leader, a person must have a deep-rooted _____ to the goal that he will strives to achieve it even if nobody follows him! **commitment**
190. "Principles of scientific management" was put forward by _____ **Fredrick Taylor**
191. In _____ we determine alternatives & evaluate for best option _____ **Critical thinking**
192. The individual's thinking patterns based on his/her observations and conclusions that may sometimes lead to false assumption, wrong judgment, and faulty reasoning are called _____ **Cognitive biases**
193. _____ group decisions are also known as _____ **Consensus**
194. Good-to-great leaders confront the most _____ of their current reality. with absolute faith that day will succeed in the end _____ **Brutal facts**
195. transcendent leadership identifies _____ **Potential future leader**
196. _____ can be achieved through transformational leadership. _____ **Multiple objectives**
197. process of generating new ideas, views and systems to solve problem and arrive at decision efficiently is called _____ **Problem solving**
198. Transformational leaders realize that nothing significant happens unless they _____ their people. _____ **Encourage**
199. The concept of transformational leadership was introduced by _____ in 1978. _____ **Burns**

FINAL TERM

QUIZ NO 2 QUIZ NO 3

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**
16. ----- power may lead to temporary compliance by subordinates. **Coercive**
17. 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**
18. Jeffery inspired leaders to seek ----- through evidence-based management. **Power**
19. There are ---- types of organizational control. **3**
20. 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**
21. A group voluntarily formed by its members rather than by the organization is called: **Informal group**
22. Regulatory process that directs the activities of an organization to achieve anticipated goals is called ----- **management control**
23. Transformational leaders realize that nothing significant happens unless they their people **encourage**
24. Level leaders practice To ensure that their organizations become even more successful in the next generation. **Succession Planning**
25. there are ways of Comparing Results with Objectives and Standards **two**
26. Strategic plans are only made by **top managers**
27. the process of selecting one alternative from among a number of alternatives available **Decision making**
28. is a play-safe method before committing to anything. **Trial and error decisions**
29. The long term outcome must be considered in making decisions **quick**
30. power is closely related to a climate of trust. **Expert**
31. works for excellent performance through opportunities. **Reward**
32. Fredrick Herzberg researched to determine the **effect of attitude on motivation**
33. refers to the basic changes in content and responsibilities of jobs as to satisfy higher motivational needs. **Job enlargement**
34. includes not only an increased variety of tasks, but also provides an employee with more responsibility and authority **Job enrichment**
35. Productivity is low during the stage of team development. **forming**
36. include increase in pay, profit sharing, bonuses, staff discounts, company shares, etc. **Monetary rewards**
37. Bruner's first stage is **enactive**
38. involves certainty and assurance of the initial results before a final decision is made **Experimental decisions**
39. The plans that directly support the implementation of strategic plans are called **tactical plans.**

40. ...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**
41. process of setting goals and courses of action, developing rules and procedures, and forecasting future outcomes. **Planning**
42.: A specific result to be achieved; the end result of a plan. **Goal**
43. There are levels of plans. **three**
44. In the..., we determine alternatives & evaluate for best option. **processing phase**
45. Group decisions are also known as **consensus**
46. When a bank robber points a gun at a bank employee, his base of power is **coercive**
47. Manager chooses inappropriate goals to pursue, but make good use of resources to achieve these goals **high efficiency and high effectiveness**
48. increases the variety of tasks a job includes **Job enlargement**
49. need to measure progress, offer feedback and direct their teams to succeed. **Managers**
50. measure work efforts that go into a performance task. **Input Standards**
51. characterized by competition and strained relationships among team members. **Storming**
52. is the drives within a person that account for the degree, direction and persistence of the effort spent at work **Motivation**
53. ..is more of a bargaining game to acquire additional funding and less of a planning tool **Budgeting**
54. The group formed by an organization to accomplish narrow range of purposes within a specified time are **formal groups**
55. The manager's primary tool for determining whether instructions have been understood and accepted is: **feedback**
56. 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**
57. groups are voluntarily or spontaneously formed by its members rather than by the organization. **Informal**
58. In decision making the alternatives are compared to each other against a set **for selecting the most probable and beneficial option.**
59. Members brainstorm and share ideas, talk over the matters, make and then implement the agreed decision in type of decisions. **Consensus or group types of decision**
60. This is organizational structure. **the matrix Structure**
61. As a....., decision-making requires knowledge of method, and rule or principle concerning the issue or problem. **science**
62. To see event as inevitable once it occurs is bias. **hindsight**

63. The process of selecting one alternative from among a number of alternatives available is called **decision making**
64. Authority is centralized in a single person in the structure **simple**
65. Strategic plans are only made by **top managers**.
66. the process of selecting one alternative from among a number of alternatives available **Decision making**
67. is a play-safe method before committing to anything. **Trial and error decisions**
68. The long term outcome must be considered in making ...decisions **quick**
69. power is closely related to a climate of trust. **Expert**
70. Fredrick Herzberg researched to determine the **effect of attitude on motivation**
71. **Job enlargement** refers to the basic changes in content and responsibilities of jobs as to satisfy higher motivational needs.
72. **Job enrichment** includes not only an increased variety of tasks, but also provides an employee with more responsibility and authority
73. Productivity is low during the **forming** stage of team development.
74. Jeffrey inspires leaders to seek **power** through evidence-based management
75. Bruner's first stage is **enactive**.
76. **Experimental decisions** involves certainty and assurance of the initial results before a final decision is made
77. The plans that directly support the implementation of strategic plans are called **tactical plans**.
78. **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.
79. **Planning** process of setting goals and courses of action, developing rules and procedures, and forecasting future outcomes.
80. **Goal**: A specific result to be achieved; the end result of a plan.
81. There are **three** levels of plans.
82. Group decisions are also known as **consensus**.
83. Manager chooses inappropriate goals to pursue, but make good use of resources to achieve these goals **high efficiency and high effectiveness**.
84. **Job enlargement** increases the variety of tasks a job includes
85. **Managers** need to measure progress, offer feedback and direct their teams to succeed.
86. **Storming** characterized by competition and strained relationships among team members.
87. **Motivation** is the drives within a person that account for the degree, direction and persistence of the effort spent at work
88. **Budgeting** is more of a bargaining game to acquire additional funding and less of a planning tool.
89. Of the following, which is a purpose not served by communication in organizations? **All of the above are purposes served by communication.**

- 90. Informal Groups** Voluntarily or spontaneously formed by its members rather than by the organization.
- 91.** The main component of the communication model include all of the following except **premack principle**.
- 92. Financial Budget** includes cash budget, financial statement, projections other than P&L account
- 93. Operational Budget** provides all the info necessary to prepare a budgeted P&L account
- 94. Performance Reports** provide tools for monitoring and measuring success of the budget
- 95.** budgeting is an important part of **planning**
- 96. Forming** is the first stage of the team development
- 97. Storming** is the second stage of the team development
- 98. Norming** is the third stage of the team development
- 99. Performing** is the fourth stage of the team development
- 100. Transforming** is the last stage of the team development
- 101. Dysfunctional Conflict** acts as a barrier to the performance of the group and frustrates the objectives of the org.
- 102.** budget formulation has **four** basic steps.
- 103.** Conflict Awareness Model 1 can be classified in **four** groups
- 104. False conflict** Occurs when people have common interests, but antagonistic behavior.
- 105. Open conflict** Occurs when people who have different interests demonstrate it with antagonistic behaviors.
- 106. Latent conflict** When people have different interests, but do not respond with antagonistic behavior
- 107. No conflict** Occurs when people have common interests and compatible behavior
- 108. Human Relations View** Was popular from **1940's to 1970's**.
- 109. Interpersonal conflict** refers to a conflict between two individuals.
- 110. Efficiency** refers to the relationship of inputs and outputs – relevant to the use of resources.
- 111. Economy** is defined as “minimizing the cost of resources used for an activity having regard to the appropriate quality”
- 112.** Finance management have broad term that defines **two** related activities.
- 113. Daniel Katz** (1965), identified three sources of conflict.
- 114. Functional Conflict** supports the goals of a group – its presence within the organization actually improves performance.
- 115.** 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 .
- 116. Forcing** also known as competing.
- 117. Smoothing** also known as accommodating.
- 118. Budget Monitoring** is the continuous process by which we ensure the Action plan is achieved, in terms of expenditure and income.
- 119. Win-Win (Collaborating)** Also known as problem confronting or problem solving.
- 120. Value conflict** involves incompatibility in ideologies - the preferences, principles and practices that people believe in
- 121. Power conflict** when each party wishes to maintain or maximize the amount of influence that it exerts in the relationship
- 122. 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
- 123.** Hierarchy and market focus on **stability**.
- 124.** Pattern of shared values and beliefs that produce certain norms of behavior is called **organizational culture**.
- 125.** Successful organizations simultaneously take up **two** types of planned change
- 126. John Kotter** (1996) has outlined an eight-step model for effective change efforts.
- 127.** John Kotter (1996) has outlined an **eight-step** model for effective change efforts.

- 128. Organizational Leadership** represents the managerial style of the organisation's senior executives
- 129. Organizational Structure** defines the levels of hierarchy, the degree of rules and regulations and where decisions are made.
- 130.** Factors that cause stress are called "**Stressors**"
- 131. Intergroup conflict** When misunderstanding arises among different teams within an org.
- 132.** "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**.
- 133.** Budgetary factors are of **two** types, resources and goals.
- 134. Restrict Expenditure** develop ability to limit how much money is spent on certain operations.
- 135.** Leader is the sole decision maker in **Authoritarian**.
- 136.** Members brainstorm and share ideas, talk over the matters, make and then implement the agreed decision in type of **Group decision**.
- 137. Belief bias** – making decisions based on a routine knowledge
- 138. Hindsight bias** – to see event as inevitable once it occurs
- 139. Omission bias** – risky information is excluded
- 140. Confirmation bias** – examining what is expected from observations
- 141. Make the Decision** this is a critical step.
- 142.** Level 5 leadership is a necessary element for taking an organization from good to great – but **it's not the only one**.
- 143.** The mental process of making a wise judgment focusing on personal conviction and actions is called **Critical Thinking Skills**.
- 144.** Include the day-to-day operations of the org are called **Operational Plans**
- 145.** Good to great leaders confront the most **brutal facts** of their current reality, with absolute faith that they will prevail in the end.
- 146.** Creates superb results, a clear catalyst in the transition from **good to great**
- 147. Action** is the means, or specific activities, that are planned to achieve the objectives
- 148. Planning** Process of thinking about and organizing the activities required to achieve a desired goal.
- 149.** The alternatives are compared to each other against a set **criteria** for selecting the most probable and beneficial option.
- 150. Creativity** Process of generating new ideas, views and systems to solve problems and arrive at decisions efficiently
- 151.** Level 5 leaders look out the window to appropriate credit to factors outside **themselves** when things go well.
- 152. Contingent Decisions** - Decisions that were already identified but were **set aside** until the **suitable conditions** are available/ met with.
- 153.** As a **science**, decision-making requires knowledge of method, and rule or principle concerning the issue or problem.
- 154. Strategic plans:** Made by top managers.
- 155. Operational plan** specifically define necessary decisions and actions to be taken by functional departments.
- 156.** 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**.
- 157.** The leadership level immediately below the level 5 leadership is called **effective leader** and works towards reinforcing followers commitment to a compelling vision.
- 158.** The process of selecting one alternative from among a number of alternatives available is called **Decision Making**.
- 159.** It is always **difficult** to take a quick decision on a sensitive issue.
- 160.** The paradox relates with holding the **combination of complementary** in level 5 leader.

161. 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**.

162. 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**.

163. **Individual decision** is based on personal values & preferences.

164. Succession Planning They want to see their organizations become even more successful in the next generation.

165. According to..... theory every person is equally likely to be a good leader with proper training.
behavioral

166. According Leader uses this style by directly stating the decisions without asking.....
the team members

Good leaders use all styles, depending on what forces are involved between the followers, the leaders and the situation.

- **3**

1. These contingency theories of leadership also known as theories of leadership

- **situational**

2. A leadership attribute that is universally liked is being.....

- **Dynamic**

3. theories deal with behaviour of leaders.

- **behavioural**

4. TL (Transformational leadership) helps in setting clear and adequately high performance standards for schools and teachers and Emphasizes too much of

.....

- **memorization**

5. When the leadership continuum becomes subordinate-centered.

- **Manager permit subordinate to make decision**

6. Great leaders were often from the **aristocracy**, as few from **lower classes** had the opportunity to lead.

- **Aristocracy, lower class**

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

- **Bass**

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

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

- **Aggressiveness**

10. Selling the vision involves

- **Appealing to follower's values**

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

- **Emotional intelligence**

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

- **Father**

13. To prompt Idealized influence, transformational leader has to

- **Interact positively with the followers**

14. A democratic leader is

- **Consultative**

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

- **Third**

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

- Become reality
22. Tannenbaum and Schmidt (1958) identified three forces that led to the leader's action.
- Three
23. can be achieved through transformational leadership
- Organization's expansion
24. Burns (1978) was the first who identifies the transformational leadership.
- Burns
25. Given the flaws of early state studies, researchers turned to examining the actions, behaviours or that separated the effective leaders from ineffective leaders.
- Behaviours
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**)
- Three
27. In transformational decision making the decision reflects on the common good but not the individual good.
- Common

28. A school with transformational leading teachers provides inspiration and motivation to the students to express creative behaviour.
 - Creative behaviour
29. A leadership style is a leader's style of providing direction, implementing plans and motivating people.
 - Direction
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.
 - Preferred style
1. Democratic leadership improves the sharing of experiences and ideas within the business.
 - Ideas
2. CEOs identify key leadership traits, and rate the ability to motivate people as....
Among the skills required
 - Second highest
3. In ... style the leader does not take the advice of his employee.
 - Autocratic
4. The leader allows free reign to the employees and let them make decisions.
 - Laissez-fair
5. Human resource development is an essential part of business acumen of a transformational leader.
 - Human resource development
6. Brymen (1992) splits leadership research into four phases.
 - 4
7. Leadership need vision in
 - Trait
8. Transcendent leadership identifies...
 - Need to act openly
9. A commitment to the Of the organization is the critical feature of transformational leadership for bringing revolutionary change in the organization
 - Vision
10. Theories relate to leadership in the context of specific situations.
 - Contingency
11. Democratic Leader Involves the groups in decision making
 - Democratic
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.

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.
 - Unsuccessful

14. Behavioural theories of leadership do not seek inborn traits, rather they look at what leaders actually do.
 - Do
15. Three major theories have emerged from a range of views on leadership
 - 3
16. A skilled team is created when people are helped by.....
 - Letting them find their own solution

17. Researchers therefore turned to examine how leadership is affected as the situation varies.
- Situation
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.
- 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
- Knowledge
20. An autocratic leader uses this because there is not enough time and the members ran out of ideas.
- Time
21. Trait theory holds that a leader must have certain inherent, innate qualities.
- Innate
22. The leader includes one or more employees in the decision making process, but retains the final decision making authority.
- Democratic
23. **Laissez-faire Leader** Give the group full freedom.
- Laissez-faire
24. Inspirational motivation can be achieved by transformational leaders by...
- Communicating high expectation
25. Trait theory and behaviorism both see leadership as an objective set of qualities or actions that must be mastered.
- Mastered
26. Transparent leadership
- Acts ethically
27. 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
- participative
28. Laissez-faire or *lais-ser faire*) is a French word and stands for non-interference in the affairs of the others.
- Non-interference
29. transformational leadership enables to achieve higher levels of staff development by training teachers to take the leadership in more.... Ways

demonstrative and open

A democratic leader is

- Consultative

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

- Trait

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

- Transactional

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

- Moral foundation

33. Transformational leadership empowers □ Group networking

- Professional development

34. Delivery of vision demands management by

- Walking around

35. 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

36. Group decision are also known as.....

- Consensus

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

- Tactical

38. A specific result to be achieved; the end result of a plan.

- Goal

39. Decision Involves certainty and assurance of the initial results before a final decision is made.

- Experimental

40. Plans are usually developed at three levels (**Strategic, Tactical, Operational**)

- 3

41. The process of setting goals and courses of action, developing rules and procedures, and forecasting future outcomes.

- Planning

42. The **behavioural** management theory is also known as the human relations movement because it addresses the human dimension of work.

- Behavioural

43. An effective mission emphasizes **innovation** and improvement in providing learning for all – students and educators of all backgrounds.

- Innovation

44. A leader who uses fear and threats to get the jobs done – bossy.

- Autocratic

45. Hawthorne effects state that **Workers** care about self-fulfilment, autonomy, empowerment, social status and personal relationships with co-workers.

- Workers

46. The managers at different levels are given specific **functions** which are properly coordinated.

- Functions

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

1. 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.

Participative authoritative autocratic delegative

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
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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**

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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**

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) **Natural**

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 they their people _____ **encourage**

12. Level leaders practice To ensure that their organizations become even more successful in the next generation. **Succession Planning**
13. there are ways 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 making decisions **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 the stage 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 are levels 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 in type of decisions. **Consensus or group types of decision**
48. This is organizational 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 is bias. _____ **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 all styles, 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 as theories 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. The leader 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 laissez-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.

Participative authoritative autocratic delegative

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

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

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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

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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

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Qualification education **preferred style choices**

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Lethargy procrastination ill-discipline **memorization**

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

1. In a _____ leadership a leader is not expected to know everything and this is why you employ knowledgeable and skilled people. _____ **Democratic**
2. In the effective school, the acts as an instructional leader _____ **principal**
3. Given the flaws of early state studies, researchers turned to examining the actions, ... that differentiated the effective leaders from ineffective leaders. _____ **behaviours**
4. A leader must understand his own _____ as he also brings unique gifts to his role as leader _____ **Strengths**
5. Which type of Leader gather follower through strength of personality and charm____ **Charismatic**
6. Transforming inputs into outputs and receiving feedback is _____ **System management theory**
7. In _____ style the leader does not take the advice of his employees _____ **Autocratic**
8. Which type of leaders Make unilateral decisions _____ **Autocratic Leader**
9. When leaders should devote all their energy to pursue the one thing it does best _____ **Hedgehog Concept**
10. Selling the vision involves _____ **appealing to followers' values**
11. The leader's ability to lead is contingent upon various situational factors, including the leader's....., the capabilities of followers _____ **preferred style**
12. Kurt Lewin and his co researchers conducted the first major study of leadership styles in _____ **1939**
13. Dealing with complexity is the core of management theory _____ **modern**
14. Early forms of -----concepts have been applied throughout history in order to progress as a society. _____ **management**
15. To motivate employees, Transformational leadership appeals to the employees' _____ **self-interest**
16. A leader who is bossy and uses fear and threats to get the job done is using-----style _____ **autocratic**
17. ----- knows a little about many things. _____ **fox**
18. -----theories are concerned with the personal characteristics of the leaders. _____ **trait**
19. The quantitative school of management combines----- theory and behavioural science through the use of statistical models and simulations. _____ **classical management**
20. Transactional leader works through creating well-defined structures and makes it clear as to what is required of their-----, _____ **subordinates**
21. In which type of management, the managers use math and statistics for problem solving? _____ **Scientific management**
22. Productivity -----when workers believe that they are being observed closely. _____ **increases**
23. Analyzing metrics during business activities to ensure completion of tasks and identify areas for improvement is-----, _____ **control**
24. The plans that includes day to day activities of the organization are called ----- plans. _____ **Strategic**
25. A leadership style is a leader's style of providing-----, implementing plans, and motivating people. _____ **direction**
26. The Hawthorne Effect states that----- care about self-fulfillment, autonomy, empowerment, social status and personal relationships with co-workers. _____ **workers**
27. Which type of leadership style can be quite autocratic? _____ **People oriented**
28. Decisions that were already identified but were set aside until the suitable conditions are available are called -----, _____ **Contingent Decisions**

29. Social systems work best with a clear chain of command in-----leadership style. **transactional**
30. _____ organizations lurch back and forth with radical change programmes. **Mediocre**
31. As a -----, decision-making requires knowledge of method, and rule or principle concerning the issue or problem **Science**
32. An organization combines functional and divisional chains of command in a grid so that there are two command structures—vertical and horizontal – used for projects: This is ----- organizational structure. **Matrix**
33. Laissez-faire stands for -----in the affairs of others. **non interference**
34. The syllabus must be ----- to allow re-teaching when the students are having trouble with certain key concepts. **Flexible**
35. ----- leaders seek help when they need it. **Level 5**
36. ----- satisfaction and working conditions are important in achieving worker productivity. **employee**
37. Level 5 leaders are keen on developing a successor with _____ to ensure that company progresses even after they are gone. **similar characteristics as theirs**
38. The most powerful tool in a leader’s toolbox is **vision**
39. When individuals do not have the knowledge or skills to do the job, the leaders have to be----- oriented. **production**
40. ----- is the best predictor for leadership. **emotional intelligence**
41. Laissez-faire style is not ideal in situations where group members lack the----- or experience they need to complete tasks and make decisions. **knowledge**
42. How many leadership styles are suggested by Iowa? **3**
43. Situational theory tends to focus more on the -----that the leader should adapt, given situational factors (often about follower behaviour). **behaviours**
44. According to -----theory every person is likely to be a good leader with proper training **behavioural**
45. Which type of leader can create demotivation and alienation of staff? **Autocratic**
46. Which theory from the following gives emphasis on the economic rationality of people and organization? **Classical school of management**
47. There are ----- sides of level five leadership. **two**
48. Hay Mcber advises that leadership -----are the ways in which the leader: listens, sets goals and standards, develops action plans, directs others and gives feedback. **styles**
49. Fayol named ----- functions / roles of management , in the Administrative School of Management. **6**
50. Modern school of management is about----- **environment**
51. Human relation theory of management was presented by ----- **Elton Mayo**
52. To prompt Idealized influence, Transformational leader has to **act as strong role model**
53. _____ claims that leaders can and should be both transactional and transformational and that a combination of these two is the most successful kind. **Bass**
54. ----- decisions are permanent choices. **Irreversible**
- 55.
- 56.
- 57.
58. Transactional leaders ensure followers’ loyalty through _____
59. Jim Collins’ Hedgehog Concept shows you how to achieve lasting success by focusing on _____
60. It is understanding what is needed , in terms of human and other resources, to achieve success and developing the plan to achieve it is known as **Situation**
61. he seminal “bureaucracy” theory, a formalized and idealized view of organizations was put forward **Max weber**

62. Which option from the following is the set of research based characteristics of a school's climate associated with improved and better student learning ? _____ **Correlates**
63. A school is effective not because of the specific nature of what is taught but through an atmosphere which is _____ **both a and b**
64. 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 _____ **Natural**
65. Teachers at effective schools genuinely believe that every kid has the raw materials to be a successful _____ **Student**
66. the stones of these monuments were found cut and moved efficiently due to effective ____ **plan**
67. the principle of Employment based on technical qualifications was introduced by _____ **Max weber**
68. Management Grid model was introduced in _____ **1964**
69. ----- is an exercise in logic applied to situations in modern management theory. _____ **Management**
70. The ----- management theory is also known as the human relations movement. _____ **Behavioral**
71. Leadership directs the organization in a way that makes it more----- and coherent. _____ **cohesive**
72. The students and staff are deeply concerned about the -----and precisely focused on how to get to that. _____ **future**
73. Leadership is ----- by which a person influences others to accomplish an objective. _____ **process**
74. According to Maslow, human ----- can be arranged in a hierarchy of importance, from the lowest to highest. _____ **Needs**
75. To be a leader, a person must have a deep-rooted -----to the goal that he will strive to achieve it even if nobody follows him. _____ **commitment**
76. The seminal "bureaucracy" theory, a formalized and idealized view of organizations is based on -----major principles. _____ **6**
77. The effective school allocates and protects a significant amount of -----for instruction of the essential curricular areas. _____ **Time**
78. "Principles of Scientific Management" was put forward by----- _____ **Fredrick Taylor**
79. There are ----- levels of management _____ **Three**
80. In an effective school ,the students & the staff are full of -----for each other _____ **respect**
81. In effective school, who acts as an instructional leader? _____ **Principal**
82. Knowledge, concepts and skills are expected to learn by all children are considered as: _____ **essential**
83. A measure of how efficiently and effectively managers use available resources is organizational-----_. _____ **efficiency**
84. Egyptian pyramids would not have been built without the -----of all of the required tasks _____ **management**
85. The core ideas of ----- school of management include application of science to practice of management. _____ **classical**
86. The basic components of an effective school include _____ **all of the above**
87. Collegial and collaborative staff, clean and committed environment are the basic components of ----- school. _____ **Effective**
88. When MA Weber gave The theory of social and economic organization _____ **1905**
89. In the effective school, staff have the ability to help all students attain that _____ **mastery**
The broader concept of leadership recognizes that leadership is always passed on from the in any organization. _____ **followership**
90. Those you are leading bring their own unique gifts to the situation, and are called _____ **followers**
91. must feel secure in their school community _____ **Students**

92. Students must feel_____ in their school community so that their energies can be applied to learning._____ **Secure**
93. know that _____ is about today, and leadership about tomorrow _____ **Management**
94. _____ skills are defined as providing vision and strategy, as well as leading transformational change _____ **Leadership**
95. Teachers at effective schools are aware of limited instruction time and create a with that in mind. _____ **syllabus**
96. A is full of new ideas and believes in experimenting and creating new things _____ **leader**
97. The researcher Ron Edmonds, Wilbur Brookover refuted the notion that had no impact on learning _____ **schools**
98. The leader has to be practical and _____, yet must Talk the language of the visionary _____ **Realist**
99. people, their skills, know-how and experience, machinery, raw materials, computers and IT, parents, financial capital are known as _____ **Resources**
100. True leaders must become strategic” rather than _____ “**operational**
101. The ability to analyse and diagnose a situation and distinguish between cause and effect. _____ **Conceptual Skills**
102. Manager chooses the right goals to pursue, but does a poor job of using resources to achieve these goals _____ **Low efficiency/high efficiency**
103. Which type of school successfully achieves the targets set by the stakeholders by showing high grades and good results in exams? _____ **Good school**
104. deciding upon business goals and the methods to achieve them. _____ **Planning**
105. He has to be the one who can appropriately set the tempo _____ **leader**
106. Articulation and _____ of specific principles of management are the core ideas of the classical school of management _____ **Application**
107. Change Leaders. These are the individuals who thrive on and actively seek to make future _____ **chaos**
108. loyal customers and employees from an integral part of _____ **Resources**
109. Leaders make followers and the managers look for ----- _____ **subordinates**
110. According to Kotter for the success of organizations both are necessary: _____ **Leadership and management**
111. According to Fayol, there are ----- principles of management. _____ **14**
112. Correlates are concepts with which we can analyze that complex social organization of a school in order to cause the school as a whole to----- _____ **improve**
113. These roles evolved into ----- principles of management. _____ **14**
114. A structure unit of people who work together and coordinate their actions to achieve a collective goal is called -----, _____ **Organization**
115. Welcoming school communities insist on relationships that sponsor mutual -----among students. _____ **respect**
116. Extensive work has been done in the _____ **last century**
117. The best way for jobs to be done is management _____ **Authoritative**
118. Those organizations will survive and flourish which have _____ **Change leaders**
119. Levels of management are the convenient platforms created to the activities of the enterprise. _____ **manage**
120. A measure of the appropriateness of the goals an organization is pursuing and the degree to which they are achieved”.is called _____ **Effectiveness**
121. A requirement for leadership is personal _____ **vision**
122. In the effective school, student academic progress is measured frequently using a variety of procedures _____ **assessment**
123. He works in an autocratic, consultative or democratic way _____ **manager**
124. During 1980’s and into early 1990’s , a major restructuring of work took place due to advancement, competition and outsourcing. _____ **technological**

125. Staff accept responsibility for students learning of the school's essential _____ **goals**
126. A measure of how well or how productively resources are used to achieve a goal". _____ **Efficiency**
127. It is expected that all children will learn at least the essentially needed ____ **ALL of the above**
128. The leader is an _____ and the manager is an administrator _____ **Creator**
129. leadership is different from management it was stated by _____ **Kotter**
130. designed a project scheduling model for increasing the efficiency of project execution and completion. _____ **Frederick Taylor**
131. The _____ creates a "community of shared values". _____ **Leader**
132. Leaders carry out this process by applying their leadership knowledge and skills This is called _____ leadership _____ **Process**
133. The function that coordinates the efforts of people to accomplish goals and objectives using available resources efficiently and effectively is called _____ **Management**
134. Which from the following option is used to improve both individual student performance and instruction is an effective school _____ **Results**
135. bureaucratic School of Management was developed by _____ **Max weber**
136. a is the one who will ask for the reasons as his job is to keep his vision on the company's goal and objectives _____ **manger**
137. best way to organized all jobs in a business is a rule of management _____
138. Legitimate authority is the characteristic of ----- school of management. _____
- 139.

Q.1: 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 c) Fortright
b) **Natural** d) Transparent

Q.2: The Neo-classical thought stressed upon _____ of jobs, processes and technologies to maximize economic yield.

- a) Administration c) Stabilization
- b) Management **d) Standardization**

Q.3: Which type of school successfully achieves the targets set by the stakeholders by showing high grades and good results in exams?

- a) Good school c) Private school
b) Effective school d) Public school

Q.4: Which option from the following is the set of research based characteristics of a school's climate associated with improved and better student learning?

- a) Correlates c) Efficiency
b) Effectiveness d) Success

a) Q.6: The new leadership approach includes charismatic and _____ leadership.

- a) International c) Professional
b) Transformational d) Organization

Q.7: Leadership is strictly a _____ centered work. The role of a leader is to get others to achieve an objective willingly.

- a) People** c) Group b) Self

Q.10: Students must feel_____ in their school community so that their energies can be applied to learning.

- a) Secure
b) Energized
c) Pressurized
d) Compelled

Q.12: know that ____ is about today, and leadership about tomorrow

- a) Organization

b) Process
- c) Progress

d) Management

Q.14: if anything goes wrong, then it will be the ____ who will ask the question in what and why as s/he has to answer the higher-ups

- a) Manager

b) Leader
- c) Organizer

d) Supervisor

Q.15: ____ theories imply that leaders can be trained

- a) Behavioral

b) Scientific
- c) System

d) Information

Q.16: In ____ approach, leadership effectiveness is to do with how the leader behaves,

- a) Contingency

b) Style
- c) New leadership

d) Trait

Q.17: ____ skills are frequently considered to be planning, controlling and monitoring

- a) Management

b) Managerial
- c) Leadership

d) Supervision

Q.18: ____ major theories have emerged from a range of views on leadership

- a) 2

b) 3
- c) 4

d) 5

Q.19: leaders who are people oriented will increase employee satisfaction and performance when ____

ANS: subordinates experience excessive pressure

Q.20: The ability to understand, alter, lead, and control the behavior of other individuals and groups

- a) Conceptual skills

b) Human skills
- c) Technical skills

d) Job-specified skills

Q.21: The principal can make a mission effective by being ____ and energetic in sharing her vision with faculty.

- a) Flexible

b) Accommodative
- c) Persistent

d) Correct

Q.22: Articulation and ____ of specific principles of management are the core ideas of the classical school of management.

- a) Circulation

b) Publication
- c) Application

d) Admiration

Q.23: The leader has to be practical and ____, yet must Talk the language of the visionary.

- a) Realist

b) Idealist
- c) Optimist

d) Romantic

Q.24: Leaders give solutions while the ____ create action plans.

- a) Managers

b) Teachers
- c) Administrators

d) Supervisors

Q.26: leadership is a process by which a person influences others to accomplish

- a) Role

b) Procedure
- c) Activity

d) Objectives

Q.27: understanding what is needed, in terms of human and others resources, to achieve success and developing the plan to achieves

a) Position

b) Strategy

c) Situation

d) Planning

Q.28: the basic components of an effective school include

a) Peaceful and quite corridors

c) Clean & committed environment

b) Collegial & collaborative staff

d) All of the above

Q.30: Modern, Classical, Neo-classical are schools of _____

a) Drama

b) Language

c) Management

d) Literature

Q.31: Neo-classical school of management relates to _____

a) Process c) Integrative

b) People

d) Environment

Q.32: The effective school practices that the principal is the _____

a) Leader of followers

c) Follower of leaders

b) Leader of leaders

d) Follower of followers

Q.33: _____ skills are defined as providing vision and strategy, as well as leading transformational change

a) Management

c) Leadership

b) Managerial

d) Supervision

Q.34: the person responsible for supervising the use of an organization's resources in fulfillment of the organized.

a) Management

c) Manager

b) Leader d) Organizer

Q.36: Teachers at effective schools genuinely believe that every kid has the raw materials to be a successful

a) Teacher

c) Businessman

b) Student

d) Parent

Q.37: job-specific skills required to perform a particular type of work or occupation at a high level

a) Conceptual skills c) Technical skills b) Human skills

Q.38: The managers at different levels are given specific _____ which are properly coordinated

a) Resources

c) Functions

b) Locations

d) Instructions

Q.39: results are used to improve both individual student performance and _____

a) Grades

c) Instruction

b) School

d) System

Q.40: The core ideas of _____ school of management include application of science to practice of management

a) Classical

c) Modern

b) Neo-classical

d) Neo-modern

Q.41: Those organizations will survive and flourish which have _____

a) More money

c) Large buildings

b) Change leaders

d) Large student body

Q.42:

Q.43: According to Fayol _____ need specific roles in order to manage work and workers.

a) Administrators

c) Government

b) Leaders

d) Managers

Q.44: Every _____ must understand that when an organizational goal is achieved it leads to fulfillment of their personal needs

- a) Managers c) Employer
- b) Leader **d) Worker**

Q.45: Those you are leading bring their own unique gifts to the situation, and are called _____

- a) Traders
- b) Sellers
- c) Leaders
- d) Followers**

Q.46: The _____ creates a “community of shared values”.

- a) Leader**
- b) Community
- c) Society
- d) Government

Q.47: The system school of management was put forward by _____

- a) Wiliam Du Bois
- b) Auguste Comte
- c) Ludwig von Bertalanffy**
- d) James Carismath

Q.48: according to Burke and _____ (2004) management is now based around knowledge workers

- a) Kotter c) Bloom
- b) Buckingham **d) Cooper**

Q.49: Bryman (1992) splits leadership research into _____ decades.

- a) 2 **c) 4**
- b) 3 d) 5

Q.50: in which theory we transform inputs into outputs and receive feedback?

- a) Scientific management c) Behavior management
- b) Operations management **d) System management**

Q.51: In the level of management, the supervisors belong to the

- a) Top level
- b) Middle level
- c) Lower level**
- d) No level

Q.53: choosing to “lead from _____” is the only way to create the optional chance for leadership success.

- a) Strength**
- b) Success
- c) Chance
- d) Front

Q.54: A mnemonic for leadership is person, people and _____

- a) Purpose**
- b) Property
- c) Parents
- d) Planning

Q.55: Leaders carry out this process by applying their leadership knowledge and skills

This is called _____ leadership

- a) Trait
- b) **Process**
- c) Quality
- d) Reliable

Q.56: Rather than focus on production, situations, or technology, the neoclassical theory was concerned with the _____

- a) Employer
- b) Manager
- c) Follower
- d) Employee**

Q.57: An effective mission emphasizes _____ and improvement in providing learning for all

- a) Innovation**
- b) Expansion
- c) Elaboration
- d) Motivation

Q.58:

Q.59: In _____ style the leader allows free region to the employees and let them make decisions

- a) Autocratic
- b) Laissez-fair**

- c) Paternalistic
- d) Democratic

Q.60: Great leaders were often from the-----, as few _____ had the opportunity to lead.

- a) Lower class, aristocracy
- c) Aristocracy, lower class**
- b) Commoners, masses
- d) Masses, aristocracy

Q.63: Classical school of management is concerned with_____

- a) Process**
- c) Integrative
- b) People**
- d) Environment

Q.64: ____ is an exercise in logic applied to situations in modern management theory **ANS: Management**

Q.65: Leadership directs the organization in a way that makes it more_____ coherent.

ANS: cohesive

Q.66: The students and staff are deeply concerned about the ____ and precisely focused on how to get to that.

ANS: future

Q.67: According to Maslow, human ____ can be arranged in a hierarchy of importance, from the lowest to highest.

ANS: needs

Q.68: To be a leader, a person must have a deep-rooted ____ to the goal that he will strives to achieve it even if nobody follows him!

ANS: commitment

Q.70: “Principles of scientific management” was put forward by_____

ANS: Fredrick Taylor

Q.71: In ____ we determine alternatives & evaluate for best option

OUTPUT

- a) Processing phase
- b) Creativity
- c) Problem solving
- d) Critical thinking**

Q.72: The individual’s thinking patterns based on his/her observations and conclusions that may sometimes lead to false assumption, wrong judgment, and faulty reasoning are called_____

- a) Cognitive biases**
- c) Contingent decision
- b) Fast experiences**
- d) None of the above

Q.73: group decisions are also known as_____

- a) Consensus**
- c) Authority
- b) Planning**
- d) All of the above

Q.74: Good-to-great leaders confront the most ____ of their current reality. with absolute faith that day will succeed in the end

- a) Prominent truths
- c) Practical aspects
- b) Brutal facts**
- d) Immediate features

Q.75: transcendent leadership identifies_____

- a) Need to act openly
- c) Workforce dynamics
- b) Potential future leader**
- d) Elements of motivations

Q.76: _____ can be achieved through transformational leadership.

- a) Organization’s expansion
- c) Multiple objectives**
- b) Educational reforms
- d) Effective budgeting

Q.77: process of generating new ideas, views and systems to solve problem and arrive at decision efficiently is called_____

- a) Processing phase

c) Creativity
- b) **Problem solving**

d) Critical thinking

Q.78: Transformational leaders realize that nothing significant happens unless they _____ their people.

- a) Accommodate

c) **Encourage**
- b) Influence

d) Force

Q.79: The concept of transformational leadership was introduced by _____ in 1978.

- a) Bass

c) **Burns**
- b) Bennis

d) Byzel

BEST OF LUCK

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 they their people **encourage**
12. Level leaders practice To ensure that their organizations become even more successful in the next generation. **Succession Planning**
13. there are ways 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 making decisions **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 the stage 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 are levels 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 in type of decisions. _____ **Consensus or group types of decision**
48. This is organizational 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 is bias. _____ **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. works for excellent performance through opportunities. _____ **Reward**
59. Fredrick Herzberg researched to determine the _____ **effect of attitude on motivation**
60. **Job enlargement** refers to the basic changes in content and responsibilities of jobs as to satisfy higher motivational needs.
61. **Job enrichment** includes not only an increased variety of tasks, but also provides an employee with more responsibility and authority
62. Productivity is low during the **forming** stage of team development.
63. **Monetary rewards** include increase in pay, profit sharing, bonuses, staff discounts, company shares, etc.
64. Jeffrey inspires leaders to seek **power** through evidence-based management
65. Bruner's first stage is **enactive**.

66. **Experimental decisions** involves certainty and assurance of the initial results before a final decision is made
67. The plans that directly support the implementation of strategic plans are called **tactical plans**.
68. **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.
69. **Planning** process of setting goals and courses of action, developing rules and procedures, and forecasting future outcomes.
70. **Goal**: A specific result to be achieved; the end result of a plan.
71. There are **three** levels of plans.
72. Group decisions are also known as **consensus**.
73. Manager chooses inappropriate goals to pursue, but make good use of resources to achieve these goals **high efficiency and high effectiveness**.
74. **Job enlargement** increases the variety of tasks a job includes
75. **Managers** need to measure progress, offer feedback and direct their teams to succeed.
76. **Storming** characterized by competition and strained relationships among team members.
77. **Motivation** is the drives within a person that account for the degree, direction and persistence of the effort spent at work
78. **Budgeting** is more of a bargaining game to acquire additional funding and less of a planning tool.
79. Of the following, which is a purpose not served by communication in organizations? **All of the above are purposes served by communication.**
80. **Informal Groups** Voluntarily or spontaneously formed by its members rather than by the organization.
81. The main component of the communication model include all of the following except **premack principle**.
82. **Financial Budget** includes cash budget, financial statement, projections other than P&L account
83. **Operational Budget** provides all the info necessary to prepare a budgeted P&L account
84. **Performance Reports** provide tools for monitoring and measuring success of the budget
85. budgeting is an important part of **planning**
86. **Forming** is the first stage of the team development
87. **Storming** is the second stage of the team development
88. **Norming** is the third stage of the team development
89. **Performing** is the fourth stage of the team development
90. **Transforming** is the last stage of the team development
91. Effectiveness can be viewed in **three** ways.
92. **Dysfunctional Conflict** acts as a barrier to the performance of the group and frustrates the objectives of the org.
93. budget formulation has **four** basic steps.
94. Conflict Awareness Model 1 can be classified in **four** groups
95. **False conflict** Occurs when people have common interests, but antagonistic behavior.
96. **Open conflict** Occurs when people who have different interests demonstrate it with antagonistic behaviors.
97. **Latent conflict** When people have different interests, but do not respond with antagonistic behavior
98. **No conflict** Occurs when people have common interests and compatible behavior
99. **Human Relations View** Was popular from **1940's to 1970's**.

100. **Interpersonal conflict** refers to a conflict between two individuals.
101. **Efficiency** refers to the relationship of inputs and outputs – relevant to the use of resources.
102. **Economy** is defined as “minimizing the cost of resources used for an activity having regard to the appropriate quality”
103. Finance management have broad term that defines **two** related activities.
104. **Daniel Katz** (1965), identified three sources of conflict.
105. a group with a common objective and one purpose is called **a team**.
106. **Functional Conflict** supports the goals of a group – its presence within the organization actually improves performance.
107. 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 .
108. **Forcing** also known as competing.
109. **Smoothing** also known as accommodating.
110. **Budget Monitoring** is the continuous process by which we ensure the Action plan is achieved, in terms of expenditure and income.
111. **Win-Win (Collaborating)** Also known as problem confronting or problem solving.
112. **Value conflict** involves incompatibility in ideologies - the preferences, principles and practices that people believe in
113. **Power conflict** when each party wishes to maintain or maximize the amount of influence that it exerts in the relationship
114. **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
115. Hierarchy and market focus on **stability**.
116. Pattern of shared values and beliefs that produce certain norms of behavior is called **organizational culture**.
117. Successful organizations simultaneously take up **two** types of planned change
118. **John Kotter** (1996) has outlined an eight-step model for effective change efforts.
119. John Kotter (1996) has outlined an **eight-step** model for effective change efforts.
120. **Organizational Leadership** represents the managerial style of the organisation’s senior executives
121. **Organizational Structure** defines the levels of hierarchy, the degree of rules and regulations and where decisions are made.
122. Factors that cause stress are called "**Stressors**"
123. **Intergroup conflict** When misunderstanding arises among different teams within an org.
124. “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**.
125. Budgetary factors are of **two** types, resources and goals.
126. **Restrict Expenditure** develop ability to limit how much money is spent on certain operations.
127. Leader is the sole decision maker in **Authoritarian**.
128. Members brainstorm and share ideas, talk over the matters, make and then implement the agreed decision in type of **Group decision**.
129. **Belief bias** – making decisions based on a routine knowledge
130. **Hindsight bias** – to see event as inevitable once it occurs
131. **Omission bias** – risky information is excluded
132. **Confirmation bias** – examining what is expected from observations
133. **Make the Decision** this is a critical step.
134. Level 5 leadership is a necessary element for taking an organization from good to great – but **it’s not the only one**.
135. The mental process of making a wise judgment focusing on personal conviction and actions is called **Critical Thinking Skills**.
136. Include the day-to-day operations of the org are called **Operational Plans**
137. Good to great leaders confront the most **brutal facts** of their current reality, with absolute faith that they will prevail in the end.

- 138. Creates superb results, a clear catalyst in the transition from **good to great**
- 139. **Action** is the means, or specific activities, that are planned to achieve the objectives
- 140. **Planning** Process of thinking about and organizing the activities required to achieve a desired goal.
- 141. The alternatives are compared to each other against a set **criteria** for selecting the most probable and beneficial option.
- 142. **Creativity** Process of generating new ideas, views and systems to solve problems and arrive at decisions efficiently
- 143. Level 5 leaders look out the window to appropriate credit to factors outside **themselves** when things go well.
- 144. **Contingent Decisions** - Decisions that were already identified but were **set aside** until the **suitable conditions** are available/ met with.
- 145. As a **science**, decision-making requires knowledge of method, and rule or principle concerning the issue or problem.
- 146. **Strategic plans**: Made by top managers.
- 147. **Operational plan** specifically define necessary decisions and actions to be taken by functional departments.
- 148. 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**.
- 149. The leadership level immediately below the level 5 leadership is called **effective leader** and works towards reinforcing followers commitment to a compelling vision.
- 150. The process of selecting one alternative from among a number of alternatives available is called **Decision Making**.
- 151. It is always **difficult** to take a quick decision on a sensitive issue.
- 152. The paradox relates with holding the **combination of complementary** in level 5 leader.
- 153. 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**.
- 154. 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**.
- 155. **Individual decision** is based on personal values & preferences.
- 156. **Succession Planning** They want to see their organizations become even more successful in the next generation.

Q.1: 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

Q.2: The Neo-classical thought stressed upon_____ of jobs, processes and technologies to maximize economic yield.

- a) Administration
- b) Management

- c) Stabilization
- d) Standardization**

Q.3: Which type of school successfully achieves the targets set by the stakeholders by showing high grades and good results in exams?

- a) Good school**
- b) Effective school

- c) Private school
- d) Public school

Q.4: Which option from the following is the set of research based characteristics of a school's climate associated with improved and better student learning?

- a) Correlates**
- b) Effectiveness

- c) Efficiency
- d) Success

Q.5: Manager chooses the right goals to pursue, but does a poor job of using resources to achieve these goals.

- a) Low efficiency/high efficiency**
- b) High efficiency/ high effectiveness

- c) Low efficiency/ low effectiveness
- d) High efficiency/ low effectiveness

Q.6: The new leadership approach includes charismatic and_____ leadership.

- a) International
- b) Transformational**

- c) Professional
- d) Organization

Q.7: Leadership is strictly a _____ centered work. The role of a leader is to get others to achieve an objective willingly.

- a) People**
- b) Self

- c) Group

Q.8: The leader is an _____ and the manager is an administrator

- a) Creator**
- b) Visionary

- c) Designer
- d) Planner

Q.10: Students must feel_____ in their school community so that their energies can be applied to learning.

- a) Secure**
- b) Energized

- c) Pressurized
- d) Compelled

Q.11: A measure of how efficiently and effectively managers use available resources is organized

- a) Efficiency**

- b) Performance

c) Effectiveness

d) Achievement

Q.12: know that _____ is about today, and leadership about tomorrow

a) Organization

c) Progress

b) Process

d) Management

Q.13: Modern school of management is about _____

a) Process

c) Integrative

b) People

d) Environment

Q.14: if anything goes wrong, then it will be the _____ who will ask the question in what and why as s/he has to answer the higher-ups

a) Manager

c) Organizer

b) Leader

d) Supervisor

Q.15: _____ theories imply that leaders can be trained

a) Behavioral

c) System

b) Scientific

d) Information

Q.16: In _____ approach, leadership effectiveness is to do with how the leader behaves,

a) Contingency

c) New leadership

b) Style

d) Trait

Q.17: _____ skills are frequently considered to be planning, controlling and monitoring

a) Management

c) Leadership

b) Managerial

d) Supervision

Q.18: _____ major theories have emerged from a range of views on leadership

a) 2

c) 4

b) 3

d) 5

Q.19: leaders who are people oriented will increase employee satisfaction and performance when _____

ANS: subordinates experience excessive pressure

Q.20: The ability to understand, alter, lead, and control the behavior of other individuals and groups

a) Conceptual skills

c) Technical skills

b) Human skills

d) Job-specified skills

Q.21: The principal can make a mission effective by being _____ and energetic in sharing her vision with faculty.

a) Flexible

c) Persistent

b) Accommodative

d) Correct

Q.22: Articulation and _____ of specific principles of management are the core ideas of the classical school of management.

a) Circulation

c) Application

b) Publication

d) Admiration

Q.23: The leader has to be practical and _____, yet must Talk the language of the visionary.

- a) **Realist**
- b) Idealist
- c) Optimist
- d) Romantic

Q.24: Leaders give solutions while the _____ create action plans.

- a) **Managers**
- b) Teachers
- c) Administrators
- d) Supervisors

Q.25: The effective school allocates and protects a significant amount of _____ for instruction of the essential curricular areas

- a) Space
- b) Money
- c) **Time**
- d) Personnel

Q.26: leadership is a process by which a person influences others to accomplish _____

- a) Role
- b) Procedure
- c) Activity
- d) **Objectives**

Q.27: understanding what is needed, in terms of human and others resources, to achieve success and developing the plan to achieves

- a) Position
- b) Strategy
- c) **Situation**
- d) Planning

Q.28: the basic components of an effective school include

- a) Peaceful and quite corridors
- b) Collegial & collaborative staff
- c) Clean & committed environment
- d) **All of the above**

Q.29: _____ management theory is also known as the human relations movement.

- a) **Behavioral**
- b) Classical
- c) Bureaucratic
- d) Scientific

Q.30: Modern, Classical, Neo-classical are schools of _____

- a) Drama
- b) Language
- c) **Management**
- d) Literature

Q.31: Neo-classical school of management relates to _____

- a) Process
- b) **People**
- c) Integrative
- d) Environment

Q.32: The effective school practices that the principal is the _____

- a) Leader of followers
- b) **Leader of leaders**
- c) Follower of leaders
- d) Follower of followers

Q.33: _____ skills are defined as providing vision and strategy, as well as leading transformational change

- a) Management
- b) Managerial
- c) **Leadership**
- d) Supervision

Q.34: the person responsible for supervising the use of an organization's resources in fulfillment of the organized.

- a) Management
- b) Leader
- c) **Manager**
- d) Organizer

Q.35: when individuals do not have the knowledge or skills to do the job, the leaders have to be ____ oriented

- a) People
- b) Task
- c) Power
- d) **Production**

Q.36: Teachers at effective schools genuinely believe that every kid has the raw materials to be a successful

- a) Teacher
- b) **Student**
- c) Businessman
- d) Parent

Q.37: job-specific skills required to perform a particular type of work or occupation at a high level

- a) Conceptual skills
- b) Human skills
- c) **Technical skills**

Q.38: The managers at different levels are given specific ____ which are properly coordinated

- a) Resources
- b) Locations
- c) **Functions**
- d) Instructions

Q.39: results are used to improve both individual student performance and ____

- a) Grades
- b) School
- c) **Instruction**
- d) System

Q.40: The core ideas of ____ school of management include application of science to practice of management

- a) **Classical**
- b) Neo-classical
- c) Modern
- d) Neo-modern

Q.41: Those organizations will survive and flourish which have ____

- a) More money
- b) **Change leaders**
- c) Large buildings
- d) Large student body

Q.42: A leader must understand his own ____ as he also brings unique gifts to his role as leader.

- a) **Strengths**
- b) Shortcomings
- c) Weaknesses
- d) limitations

Q.43: According to Fayol ____ need specific roles in order to manage work and workers.

- a) Administrators
- b) Leaders
- c) Government
- d) **Managers**

Q.44: Every ____ must understand that when an organizational goal is achieved it leads to fulfillment of their personal needs

- a) Managers
- b) Leader

- c) Employer
- d) Worker

Q.45: Those you are leading bring their own unique gifts to the situation, and are called_____

- a) Traders
- b) Sellers

- c) Leaders
- d) Followers

Q.46: The _____ creates a “community of shared values”.

- a) Leader
- b) Community

- c) Society
- d) Government

Q.47: The system school of management was put forward by_____

- a) William Du Bois
- b) Auguste Comte

- c) Ludwig von Bertalanffy
- d) James Carismath

Q.48: according to Burke and _____ (2004) management is now based around knowledge workers

- a) Kotter
- b) Buckingham

- c) Bloom
- d) Cooper

Q.49: Bryman (1992) splits leadership research into _____ decades.

- a) 2
- b) 3

- c) 4
- d) 5

Q.50: in which theory we transform inputs into outputs and receive feedback?

- a) Scientific management
- b) Operations management

- c) Behavior management
- d) System management

Q.51: In the level of management, the supervisors belong to the

- a) Top level
- b) Middle level

- c) Lower level
- d) No level

Q.52: collegial and collaborative staff; clean and committed environment are the basic components of _____

- a) Good
- b) Effective

- c) Independent
- d) Grammar

Q.53: choosing to “lead from_____” is the only way to create the optional chance for leadership success.

- a) Strength
- b) Success

- c) Chance
- d) Front

Q.54: A mnemonic for leadership is person, people and_____

- a) Purpose
- b) Property

- c) Parents
- d) Planning

Q.55: Leaders carry out this process by applying their leadership knowledge and skills

This is called _____ leadership

- a) Trait

- b) Process

c) Quality

d) Reliable

Q.56: Rather than focus on production, situations, or technology, the neoclassical theory was concerned with the_____

- a) Employer
- b) Manager

- c) Follower
- d) Employee**

Q.57: An effective mission emphasizes _____ and improvement in providing learning for all

- a) Innovation**
- b) Expansion

- c) Elaboration
- d) Motivation

Q.58: In _____ style the leader does not take the advice of his employees

- a) Paternalistic
- b) Democratic

- c) Laissez-fair
- d) Autocratic**

Q.59: In _____ style the leader allows free region to the employees and let them make decisions

- a) Autocratic
- b) Laissez-fair**

- c) Paternalistic
- d) Democratic

Q.60: Great leaders were often from the-----, as few _____ had the opportunity to lead.

- a) Lower class, aristocracy
- b) Commoners, masses

- c) Aristocracy, lower class**
- d) Masses, aristocracy

Q.61: The Hawthorne Effect states that _____ care about self-fulfillment, autonomy empowerment, social status and personal relationships with co-workers.

- a) Administrations
- b) Leaders

- c) Workers**
- d) Managers

Q.62: A leader who is bossy and uses fair and threats to get the job done is using_____ style

- a) Paternalistic
- b) Laissez-fair

- c) Democratic
- d) Autocratic**

Q.63: Classical school of management is concerned with_____

- a) Process**
- b) People

- c) Integrative
- d) Environment

Q.64: _____ is an exercise in logic applied to situations in modern management theory

ANS: Management

Q.65: Leadership directs the organization in a way that makes it more_____ coherent.

ANS: cohesive

Q.66: The students and staff are deeply concerned about the _____ and precisely focused on how to get to that.

ANS: future

Q.67: According to Maslow, human _____ can be arranged in a hierarchy of importance, from the lowest to highest.

ANS: needs

Q.68: To be a leader, a person must have a deep-rooted _____ to the goal that he will strives to achieve it even if nobody follows him!

ANS: commitment

Q.69: The seminal “bureaucracy” theory, a formalized and idealized view of organization is based on _____ major principles.

ANS: 6

Q.70: “Principles of scientific management” was put forward by_____

ANS: Fredrick Taylor

Q.71: In _____ we determine alternatives & evaluate for best option

OUTPUT

- a) Processing phase
- b) Creativity
- c) Problem solving
- d) Critical thinking**

Q.72: The individual’s thinking patterns based on his/her observations and conclusions that may sometimes lead to false assumption, wrong judgment, and faulty reasoning are called_____

- a) Cognitive biases**
- b) Fast experiences
- c) Contingent decision
- d) None of the above

Q.73: group decisions are also known as_____

- a) Consensus**
- b) Planning
- c) Authority
- d) All of the above

Q.74: Good-to-great leaders confront the most _____ of their current reality. with absolute faith that day will succeed in the end

- a) Prominent truths
- b) Brutal facts**
- c) Practical aspects
- d) Immediate features

Q.75: transcendent leadership identifies_____

- a) Need to act openly
- b) Potential future leader**
- c) Workforce dynamics
- d) Elements of motivations

Q.76: _____ can be achieved through transformational leadership.

- a) Organization’s expansion
- b) Educational reforms
- c) Multiple objectives**
- d) Effective budgeting

Q.77: process of generating new ideas, views and systems to solve problem and arrive at decision efficiently is called_____

- a) Processing phase
- b) Problem solving**
- c) Creativity
- d) Critical thinking

Q.78: Transformational leaders realize that nothing significant happens unless they _____ their people.

- a) Accommodate

b) Influence
- c) Encourage

d) Force

Q.79: The concept of transformational leadership was introduced by _____ in 1978.

- a) Bass

b) Bennis
- c) Burns

d) Byzel

BEST OF LUCK

- It is understanding what is needed , in terms of human and other resources, to achieve success and developing the plan to achieve it is known as _____ **Situation**
- he seminal “bureaucracy” theory, a formalized and idealized view of organizations was put forword_____ **Max weber**
- Which option from the following is the set of research based characteristics of a school’s climate associated with improved and better student learning ?_____ **Correlates**
- A school is effective not because of the specific nature of what is taught but through an atmosphere which is _____ **both a and b**
- 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_____ **Natural**
- Teachers at effective schools genuinely believe that every kid has the raw materials to be a successful_____ **Student**
- the stones of these monuments were found cut and moved efficiently due to effective_____ **plan**
- the principle of Employment based on technical qualifications was introduced by ____ **Max weber**
- Management Grid model was introduced in _____ **1964**
- is an exercise in logic applied to situations in modern management theory. _____ **Management**
- The ----- management theory is also known as the human relations movement. _____ **Behavioral**
- Leadership directs the organization in a way that makes it more----- and coherent. _____ **cohesive**
- The students and staff are deeply concerned about the -----and precisely focused on how to get to that. _____ **future**
- Leadership is ----- by which a person influences others to accomplish an objective. _____ **process**
- According to Maslow, human ----- can be arranged in a hierarchy of importance, from the lowest to highest. _____ **Needs**
- To be a leader, a person must have a deep-rooted -----to the goal that he will strive to achieve it even if nobody follows him. _____ **commitment**
- The seminal “bureaucracy” theory, a formalized and idealized view of organizations is based on -----major principles. _____ **6**
- The effective school allocates and protects a significant amount of -----for instruction of the essential curricular areas. _____ **Time**
- “Principles of Scientific Management” was put forward by----- _____ **Fredrick Taylor**
- There are ----- levels of management_____ **Three**
- In an effective school ,the students & the staff are full of -----for each other_____ **respect**
- In effective school, who acts as an instructional leader?_____ **Principal**
- Knowledge, concepts and skills are expected to learn by all children are considered as: _____ **essential**
- A measure of how efficiently and effectively managers use available resources is organizational-----_. _____ **efficiency**
- Egyptian pyramids would not have been built without the -----of all of the required tasks_____ **management**
- The core ideas of ----- school of management include application of science to practice of management. _____ **classical**
- The basic components of an effective school include _____ **all of the above**

28. Collegial and collaborative staff, clean and committed environment are the basic components of ----- school. **Effective**
29. When MA Weber gave The theory of social and economic organization _____ **1905**
30. In the effective school, staff have the ability to help all students attain that _____ **mastery**
The broader concept of leadership recognizes that leadership is always passed on from the
....in any organization. _____ **followership**
31. Those you are leading bring their own unique gifts to the situation, and are called _____ **followers**
32. must feel secure in their school community _____ **Students**
33. Students must feel _____ in their school community so that their energies can be applied to learning. _____ **Secure**
34. know that _____ is about today, and leadership about tomorrow _____ **Management**
35. _____ skills are defined as providing vision and strategy, as well as leading transformational change _____ **Leadership**
36. Teachers at effective schools are aware of limited instruction time and create a with that in mind. _____ **syllabus**
37. A is full of new ideas and believes in experimenting and creating new things _____ **leader**
38. The researcher Ron Edmonds, Wilbur Brookover refuted the notion that had no impact on learning _____ **schools**
39. The leader has to be practical and _____, yet must Talk the language of the visionary _____ **Realist**
40. people, their skills, know-how and experience, machinery, raw materials, computers and IT, parents, financial capital are known as _____ **Resources**
41. True leaders must become strategic” rather than _____ **“operational**
42. The ability to analyse and diagnose a situation and distinguish between cause and effect. _____ **Conceptual Skills**
43. Manager chooses the right goals to pursue, but does a poor job of using resources to achieve these goals _____ **Low efficiency/high efficiency**
44. Which type of school successfully achieves the targets set by the stakeholders by showing high grades and good results in exams? _____ **Good school**
45. deciding upon business goals and the methods to achieve them. _____ **Planning**
46. He has to be the one who can appropriately set the tempo _____ **leader**
47. Articulation and _____ of specific principles of management are the core ideas of the classical school of management _____ **Application**
48. Change Leaders. These are the individuals who thrive on and actively seek to make future _____ **chaos**
49. loyal customers and employees from an integral part of _____ **Resources**
50. Leaders make followers and the managers look for ----- _____ **subordinates**
51. According to Kotter for the success of organizations both are necessary: _____ **Leadership and management**
52. According to Fayol, there are ----- principles of management. _____ **14**
53. Correlates are concepts with which we can analyze that complex social organization of a school in order to cause the school as a whole to----- _____ **improve**
54. These roles evolved into ----- principles of management. _____ **14**
55. A structure unit of people who work together and coordinate their actions to achieve a collective goal is called ----- _____ **Organization**
56. Welcoming school communities insist on relationships that sponsor mutual ----among students. _____ **respect**
57. Extensive work has been done in the _____ **last century**
58. The best way for jobs to be done is management _____ **Authoritative**
59. Those organizations will survive and flourish which have _____ **Change leaders**

60. Levels of management are the convenient platforms created to the activities of the enterprise._____ **manage**
61. A measure of the appropriateness of the goals an organization is pursuing and the degree to which they are achieved".is called _____ **Effectiveness**
62. A requirement for leadership is personal_____ **vision**
63. In the effective school, student academic progress is measured frequently using a variety of procedures_____ **assessment**
64. He works in an autocratic, consultative or democratic way_____ **manager**
65. During 1980's and into early 1990's , a major restructuring of work took place due to advancement, competition and outsourcing._____ **technological**
66. Staff accept responsibility for students learning of the school's essential _____ **goals**
67. A measure of how well or how productively resources are used to achieve a goal"._____ **Efficiency**
68. It is expected that all children will learn at least the essentially needed__ **ALL of the above**
69. The leader is an _____ and the manager is an administrator_____ **Creator**
70. leadership is different from management it was stated by _____ **Kotter**
71. designed a project scheduling model for increasing the efficiency of project execution and completion._____ **Frederick Taylor**
72. The _____ creates a "community of shared values"._____ **Leader**
73. Leaders carry out this process by applying their leadership knowledge and skills This is called _____ leadership_____ **Process**
74. The function that coordinates the efforts of people to accomplish goals and objectives using available resources efficiently and effectively is called _____ **Management**
75. Which from the following option is used to improve both individual student performance and instruction is an effective school_____ **Results**
76. bureaucratic School of Management was developed by _____ **Max weber**
77. a is the one who will ask for the reasons as his job is to keep his vision on the company's goal and objectives_____ **manger**
78. best way to organized all jobs in a business is a rule of management_____
79. Legitimate authority is the characteristic of ----- school of management._____
- 80.

1. In a _____ leadership a leader is not expected to know everything and this is why you employ knowledgeable and skilled people. _____ **Democratic**
2. In the effective school, the acts as an instructional leader _____ **principal**
3. Given the flaws of early state studies, researchers turned to examining the actions, ... that differentiated the effective leaders from ineffective leaders. _____ **behaviours**
4. A leader must understand his own _____ as he also brings unique gifts to his role as leader _____ **Strengths**
5. Which type of Leader gather follower through strength of personality and charm____ **Charismatic**
6. Transforming inputs into outputs and receiving feedback is _____ **System management theory**
7. In _____ style the leader does not take the advice of his employees _____ **Autocratic**
8. Which type of leaders Make unilateral decisions _____ **Autocratic Leader**
9. When leaders should devote all their energy to pursue the one thing it does best _____ **Hedgehog Concept**
10. Selling the vision involves _____ **appealing to followers' values**
11. The leader's ability to lead is contingent upon various situational factors, including the leader's....., the capabilities of followers _____ **preferred style**
12. Kurt Lewin and his co researchers conducted the first major study of leadership styles in _____ **1939**
13. Dealing with complexity is the core of management theory _____ **modern**
14. Early forms of -----concepts have been applied throughout history in order to progress as a society. _____ **management**
15. To motivate employees, Transformational leadership appeals to the employees' _____ **self-interest**
16. A leader who is bossy and uses fear and threats to get the job done is using-----style _____ **autocratic**
17. ----- knows a little about many things. _____ **fox**
18. -----theories are concerned with the personal characteristics of the leaders. _____ **trait**
19. The quantitative school of management combines----- theory and behavioural science through the use of statistical models and simulations. _____ **classical management**
20. Transactional leader works through creating well-defined structures and makes it clear as to what is required of their-----, _____ **subordinates**
21. In which type of management, the managers use math and statistics for problem solving? _____ **Scientific management**
22. Productivity -----when workers believe that they are being observed closely. _____ **increases**
23. Analyzing metrics during business activities to ensure completion of tasks and identify areas for improvement is-----, _____ **control**
24. The plans that includes day to day activities of the organization are called ----- plans. _____ **Strategic**
25. A leadership style is a leader's style of providing-----, implementing plans, and motivating people. _____ **direction**
26. The Hawthorne Effect states that----- care about self-fulfillment, autonomy, empowerment, social status and personal relationships with co-workers. _____ **workers**
27. Which type of leadership style can be quite autocratic? _____ **People oriented**
28. Decisions that were already identified but were set aside until the suitable conditions are available are called -----, _____ **Contingent Decisions**

29. Social systems work best with a clear chain of command in-----leadership style. **transactional**
30. _____ organizations lurch back and forth with radical change programmes. **Mediocre**
31. As a -----, decision-making requires knowledge of method, and rule or principle concerning the issue or problem **Science**
32. An organization combines functional and divisional chains of command in a grid so that there are two command structures—vertical and horizontal – used for projects: This is ----- organizational structure. **Matrix**
33. Laissez-faire stands for -----in the affairs of others. **non interference**
34. The syllabus must be ----- to allow re-teaching when the students are having trouble with certain key concepts. **Flexible**
35. ----- leaders seek help when they need it. **Level 5**
36. ----- satisfaction and working conditions are important in achieving worker productivity. **employee**
37. Level 5 leaders are keen on developing a successor with _____ to ensure that company progresses even after they are gone. **similar characteristics as theirs**
38. The most powerful tool in a leader’s toolbox is **vision**
39. When individuals do not have the knowledge or skills to do the job, the leaders have to be----- oriented. **production**
40. ----- is the best predictor for leadership. **emotional intelligence**
41. Laissez-faire style is not ideal in situations where group members lack the----- or experience they need to complete tasks and make decisions. **knowledge**
42. How many leadership styles are suggested by Iowa? **3**
43. Situational theory tends to focus more on the -----that the leader should adapt, given situational factors (often about follower behaviour). **behaviours**
44. According to -----theory every person is likely to be a good leader with proper training **behavioural**
45. Which type of leader can create demotivation and alienation of staff? **Autocratic**
46. Which theory from the following gives emphasis on the economic rationality of people and organization? **Classical school of management**
47. There are ----- sides of level five leadership. **two**
48. Hay Mcber advises that leadership -----are the ways in which the leader: listens, sets goals and standards, develops action plans, directs others and gives feedback. **styles**
49. Fayol named ----- functions / roles of management , in the Administrative School of Management. **6**
50. Modern school of management is about----- **environment**
51. Human relation theory of management was presented by ----- **Elton Mayo**
52. To prompt Idealized influence, Transformational leader has to **act as strong role model**
53. _____ claims that leaders can and should be both transactional and transformational and that a combination of these two is the most successful kind. **Bass**
54. ----- decisions are permanent choices. **Irreversible**
55.
56.
57.
58. Transactional leaders ensure followers’ loyalty through _____
59. Jim Collins’ Hedgehog Concept shows you how to achieve lasting success by focusing on _____
60. It is understanding what is needed , in terms of human and other resources, to achieve success and developing the plan to achieve it is known as **Situation**
61. he seminal “bureaucracy” theory, a formalized and idealized view of organizations was put forward **Max weber**

62. Which option from the following is the set of research based characteristics of a school's climate associated with improved and better student learning ? _____ **Correlates**
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64. 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 _____ **Natural**
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79. There are ----- levels of management _____ **Three**
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84. Egyptian pyramids would not have been built without the -----of all of the required tasks _____ **management**
85. The core ideas of ----- school of management include application of science to practice of management. _____ **classical**
86. The basic components of an effective school include _____ **all of the above**
87. Collegial and collaborative staff, clean and committed environment are the basic components of ----- school. _____ **Effective**
88. When MA Weber gave The theory of social and economic organization _____ **1905**
89. In the effective school, staff have the ability to help all students attain that _____ **mastery**
The broader concept of leadership recognizes that leadership is always passed on from the in any organization. _____ **followership**
90. Those you are leading bring their own unique gifts to the situation, and are called _____ **followers**
91. must feel secure in their school community _____ **Students**

92. Students must feel_____ in their school community so that their energies can be applied to learning._____ **Secure**
93. know that _____ is about today, and leadership about tomorrow _____ **Management**
94. _____ skills are defined as providing vision and strategy, as well as leading transformational change _____ **Leadership**
95. Teachers at effective schools are aware of limited instruction time and create a with that in mind. _____ **syllabus**
96. A is full of new ideas and believes in experimenting and creating new things _____ **leader**
97. The researcher Ron Edmonds, Wilbur Brookover refuted the notion that had no impact on learning _____ **schools**
98. The leader has to be practical and _____, yet must Talk the language of the visionary _____ **Realist**
99. people, their skills, know-how and experience, machinery, raw materials, computers and IT, parents, financial capital are known as _____ **Resources**
100. True leaders must become strategic” rather than _____ “ **operational**
101. The ability to analyse and diagnose a situation and distinguish between cause and effect. _____ **Conceptual Skills**
102. Manager chooses the right goals to pursue, but does a poor job of using resources to achieve these goals _____ **Low efficiency/high efficiency**
103. Which type of school successfully achieves the targets set by the stakeholders by showing high grades and good results in exams? _____ **Good school**
104. deciding upon business goals and the methods to achieve them. _____ **Planning**
105. He has to be the one who can appropriately set the tempo _____ **leader**
106. Articulation and _____ of specific principles of management are the core ideas of the classical school of management _____ **Application**
107. Change Leaders. These are the individuals who thrive on and actively seek to make future _____ **chaos**
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109. Leaders make followers and the managers look for ----- _____ **subordinates**
110. According to Kotter for the success of organizations both are necessary: _____ **Leadership and management**
111. According to Fayol, there are ----- principles of management. _____ **14**
112. Correlates are concepts with which we can analyze that complex social organization of a school in order to cause the school as a whole to----- _____ **improve**
113. These roles evolved into ----- principles of management. _____ **14**
114. A structure unit of people who work together and coordinate their actions to achieve a collective goal is called -----, _____ **Organization**
115. Welcoming school communities insist on relationships that sponsor mutual -----among students. _____ **respect**
116. Extensive work has been done in the _____ **last century**
117. The best way for jobs to be done is management _____ **Authoritative**
118. Those organizations will survive and flourish which have _____ **Change leaders**
119. Levels of management are the convenient platforms created to the activities of the enterprise. _____ **manage**
120. A measure of the appropriateness of the goals an organization is pursuing and the degree to which they are achieved”.is called _____ **Effectiveness**
121. A requirement for leadership is personal _____ **vision**
122. In the effective school, student academic progress is measured frequently using a variety of procedures _____ **assessment**
123. He works in an autocratic, consultative or democratic way _____ **manager**
124. During 1980’s and into early 1990’s , a major restructuring of work took place due to advancement, competition and outsourcing. _____ **technological**

125. Staff accept responsibility for students learning of the school's essential _____ **goals**
126. A measure of how well or how productively resources are used to achieve a goal". _____ **Efficiency**
127. It is expected that all children will learn at least the essentially needed__ **ALL of the above**
128. The leader is an _____ and the manager is an administrator _____ **Creator**
129. leadership is different from management it was stated by _____ **Kotter**
130. designed a project scheduling model for increasing the efficiency of project execution and completion. _____ **Frederick Taylor**
131. The _____ creates a "community of shared values". _____ **Leader**
132. Leaders carry out this process by applying their leadership knowledge and skills This is called _____ leadership _____ **Process**
133. The function that coordinates the efforts of people to accomplish goals and objectives using available resources efficiently and effectively is called _____ **Management**
134. Which from the following option is used to improve both individual student performance and instruction is an effective school _____ **Results**
135. bureaucratic School of Management was developed by _____ **Max weber**
136. a is the one who will ask for the reasons as his job is to keep his vision on the company's goal and objectives _____ **manger**
137. best way to organized all jobs in a business is a rule of management _____
138. Legitimate authority is the characteristic of ----- school of management. _____
- 139.

Q.1: 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 c) Fortright
b) **Natural** d) Transparent

Q.2: The Neo-classical thought stressed upon _____ of jobs, processes and technologies to maximize economic yield.

- a) Administration c) Stabilization
b) **Management** d) **Standardization**

Q.3: Which type of school successfully achieves the targets set by the stakeholders by showing high grades and good results in exams?

- a) **Good school** c) Private school
b) **Effective school** d) Public school

Q.4: Which option from the following is the set of research based characteristics of a school's climate associated with improved and better student learning?

- a) **Correlates** c) Efficiency
b) **Effectiveness** d) Success

a) _____ Q.6: The new leadership approach includes charismatic and _____ leadership.

- a) International c) Professional
b) **Transformational** d) **Organization**

Q.7: Leadership is strictly a _____ centered work. The role of a leader is to get others to achieve an objective willingly.

- a) **People** c) Group b) Self

Q.10: Students must feel _____ in their school community so that their energies can be applied to learning.

- a) **Secure** c) Pressurized
b) **Energized** d) Compelled

Q.12: know that ____ is about today, and leadership about tomorrow

- a) Organization

b) Process
- c) Progress

d) Management

Q.14: if anything goes wrong, then it will be the ____ who will ask the question in what and why as s/he has to answer the higher-ups

- a) Manager

b) Leader
- c) Organizer

d) Supervisor

Q.15: ____ theories imply that leaders can be trained

- a) Behavioral

b) Scientific
- c) System

d) Information

Q.16: In ____ approach, leadership effectiveness is to do with how the leader behaves,

- a) Contingency

b) Style
- c) New leadership

d) Trait

Q.17: ____ skills are frequently considered to be planning, controlling and monitoring

- a) Management

b) Managerial
- c) Leadership

d) Supervision

Q.18: ____ major theories have emerged from a range of views on leadership

- a) 2

b) 3
- c) 4

d) 5

Q.19: leaders who are people oriented will increase employee satisfaction and performance when ____

ANS: subordinates experience excessive pressure

Q.20: The ability to understand, alter, lead, and control the behavior of other individuals and groups

- a) Conceptual skills

b) Human skills
- c) Technical skills

d) Job-specified skills

Q.21: The principal can make a mission effective by being ____ and energetic in sharing her vision with faculty.

- a) Flexible

b) Accommodative
- c) Persistent

d) Correct

Q.22: Articulation and ____ of specific principles of management are the core ideas of the classical school of management.

- a) Circulation

b) Publication
- c) Application

d) Admiration

Q.23: The leader has to be practical and ____, yet must Talk the language of the visionary.

- a) Realist

b) Idealist
- c) Optimist

d) Romantic

Q.24: Leaders give solutions while the ____ create action plans.

- a) Managers

b) Teachers
- c) Administrators

d) Supervisors

Q.26: leadership is a process by which a person influences others to accomplish

- a) Role

b) Procedure
- c) Activity

d) Objectives

Q.27: understanding what is needed, in terms of human and others resources, to achieve success and developing the plan to achieves

a) Position

b) Strategy

c) Situation

d) Planning

Q.28: the basic components of an effective school include

a) Peaceful and quite corridors

c) Clean & committed environment

b) Collegial & collaborative staff

d) All of the above

Q.30: Modern, Classical, Neo-classical are schools of _____

a) Drama

b) Language

c) Management

d) Literature

Q.31: Neo-classical school of management relates to _____

a) Process c) Integrative

b) People

d) Environment

Q.32: The effective school practices that the principal is the _____

a) Leader of followers

c) Follower of leaders

b) Leader of leaders

d) Follower of followers

Q.33: _____ skills are defined as providing vision and strategy, as well as leading transformational change

a) Management

c) Leadership

b) Managerial

d) Supervision

Q.34: the person responsible for supervising the use of an organization's resources in fulfillment of the organized.

a) Management

c) Manager

b) Leader d) Organizer

Q.36: Teachers at effective schools genuinely believe that every kid has the raw materials to be a successful

a) Teacher

c) Businessman

b) Student

d) Parent

Q.37: job-specific skills required to perform a particular type of work or occupation at a high level

a) Conceptual skills c) Technical skills b) Human skills

Q.38: The managers at different levels are given specific _____ which are properly coordinated

a) Resources

c) Functions

b) Locations

d) Instructions

Q.39: results are used to improve both individual student performance and _____

a) Grades

c) Instruction

b) School

d) System

Q.40: The core ideas of _____ school of management include application of science to practice of management

a) Classical

c) Modern

b) Neo-classical

d) Neo-modern

Q.41: Those organizations will survive and flourish which have _____

a) More money

c) Large buildings

b) Change leaders

d) Large student body

Q.42:

Q.43: According to Fayol _____ need specific roles in order to manage work and workers.

a) Administrators

c) Government

b) Leaders

d) Managers

Q.44: Every _____ must understand that when an organizational goal is achieved it leads to fulfillment of their personal needs

- a) Managers c) Employer
b) Leader **d) Worker**

Q.45: Those you are leading bring their own unique gifts to the situation, and are called_____

- a) Traders
 - b) Sellers
 - c) Leaders
 - d) Followers**

Q.46: The _____ creates a “community of shared values”.

- a) Leader** c) Society
b) Community d) Government

Q.47: The system school of management was put forward by_____

- a) William Du Bois
b) Auguste Comte
c) **Ludwig von Bertalanffy**
d) James Carismath

Q.48: according to Burke and _____ (2004) management is now based around knowledge workers

- a) Kotter c) Bloom
b) Buckingham **d) Cooper**

Q.49: Bryman (1992) splits leadership research into _____ decades.

- a) 2 **c) 4**
b) 3 d) 5

Q.50: in which theory we transform inputs into outputs and receive feedback?

- a) Scientific management c) Behavior management
b) Operations management **d) System management**

Q.51: In the level of management, the supervisors belong to the

- a) Top level
b) Middle level
c) Lower level
d) No level

Q.53: choosing to “lead from_____” is the only way to create the optional chance for leadership success.

- a) Strength
b) Success
c) Chance
d) Front

Q.54: A mnemonic for leadership is person, people and_____

- a) Purpose
b) Property
c) Parents
d) Planning

Q.55: Leaders carry out this process by applying their leadership knowledge and skills

This is called _____ leadership

- a) Trait
c) Quality
- b) Process**
d) Reliable

Q.56: Rather than focus on production, situations, or technology, the neoclassical theory was concerned with the_____

- a) Employer c) Follower
b) Manager d) Employee

Q.57: An effective mission emphasizes _____ and improvement in providing learning for all

- a) Innovation c) Elaboration
b) Expansion d) Motivation

Q.58:

Q.59: In _____ style the leader allows free region to the employees and let them make decisions

- a) Autocratic
- b) Laissez-fair**

- c) Paternalistic
- d) Democratic

Q.60: Great leaders were often from the-----, as few _____ had the opportunity to lead.

- a) Lower class, aristocracy
- c) Aristocracy, lower class**
- b) Commoners, masses
- d) Masses, aristocracy

Q.63: Classical school of management is concerned with_____

- a) Process**
- c) Integrative
- b) People**
- d) Environment

Q.64: ____ is an exercise in logic applied to situations in modern management theory **ANS: Management**

Q.65: Leadership directs the organization in a way that makes it more_____ coherent.

ANS: cohesive

Q.66: The students and staff are deeply concerned about the ____ and precisely focused on how to get to that.

ANS: future

Q.67: According to Maslow, human ____ can be arranged in a hierarchy of importance, from the lowest to highest.

ANS: needs

Q.68: To be a leader, a person must have a deep-rooted ____ to the goal that he will strives to achieve it even if nobody follows him!

ANS: commitment

Q.70: “Principles of scientific management” was put forward by_____

ANS: Fredrick Taylor

Q.71: In ____ we determine alternatives & evaluate for best option

OUTPUT

- a) Processing phase
- b) Creativity
- c) Problem solving
- d) Critical thinking**

Q.72: The individual’s thinking patterns based on his/her observations and conclusions that may sometimes lead to false assumption, wrong judgment, and faulty reasoning are called_____

- a) Cognitive biases**
- c) Contingent decision
- b) Fast experiences**
- d) None of the above

Q.73: group decisions are also known as_____

- a) Consensus**
- c) Authority
- b) Planning**
- d) All of the above

Q.74: Good-to-great leaders confront the most ____ of their current reality. with absolute faith that day will succeed in the end

- a) Prominent truths
- c) Practical aspects
- b) Brutal facts**
- d) Immediate features

Q.75: transcendent leadership identifies_____

- a) Need to act openly
- c) Workforce dynamics
- b) Potential future leader**
- d) Elements of motivations

Q.76: _____ can be achieved through transformational leadership.

- a) Organization’s expansion
- c) Multiple objectives**
- b) Educational reforms
- d) Effective budgeting

Q.77: process of generating new ideas, views and systems to solve problem and arrive at decision efficiently is called_____

- a) Processing phase
- c) Creativity
- b) **Problem solving**
- d) Critical thinking

Q.78: Transformational leaders realize that nothing significant happens unless they _____ their people.

- a) Accommodate
- c) **Encourage**
- b) Influence
- d) Force

Q.79: The concept of transformational leadership was introduced by _____ in 1978.

- a) Bass
- c) **Burns**
- b) Bennis
- d) Byzel

BEST OF LUCK

Lesson No # 01 (Topics 1 to 12)

Topic # 01

1. A school is effective not because of the specific nature of what is taught (though it is important) but through the manner in which
2. atmosphere is created. (Gammage, 1985) **a positive, supportive, richy and frequently interactive**
3. “..... is that which most successfully achieves the targets set by the stakeholders by showing high grades and good results in exams” **Good School**

Topic # 02

The students and staff are deeply concerned about the.....and precisely focused on how to get to that **future**

In an effective school ,the students & the staff are full of.....for each other. **respect**

In an effective school, the students and the staff are full of and regard of each other. **respect**

The peaceful and quite corridors, calm and friendly faces, collegial and collaborative staff, clean and committed environment are the basic components of an **effective school**.

Collegial and collaborative staff, clean and committed environment are the basic components of school **effective**

The basic components of an effective school include **all of the above**

Topic # 03

Change Leaders. These are the individuals who thrive on and actively seek to make future”. **chaos**

According to David Green, 2000 “Those organizations will survive and flourish which have **Change Leaders**

Topic # 04

The researcher Ron Edmonds, Wilbur Brookover refuted the notion that had no impact on learning **schools**

Knowledge, concepts and skills are expected to learn by all children are considered as **essential**

It is expected that all children will learn at least the essentially needed **ALL of the above**

It is expected that all children (**whether they be male or female, rich or poor, black or white**) will learn at least the essentially needed

Topic # 05

Which option from the following is the set of research based characteristics of a school’s climate associated with improved and better student learning ?

Correlates

In the effective school, the acts as an instructional leader **principal**

They are the only set of research identified concepts with which we can analyse that complex social organization of a school in order to cause the school as a whole to improve **Correlates of Effective**

Correlates are concepts with which we can analyze that complex social organization of a school in order to cause the school as a whole to.....
improve

Topic # 06

In the effective school, the acts as an instructional leader and effectively and persistently communicates the mission to the staff, parents and the students. **principal**

The creates a community of shared values. **leader**

Modern, Classical, Neo-classical are schools of **management**

The effective school practices that the principal is the not the “leaders of followers”. **“leader of leaders”**

Topic # 07

Staff accepts responsibility for students learning of the school’s essential curricular **goals.**

Modern, Classical, Neo-classical are schools of **management**

The principal can make a mission effective by being and energetic in sharing her vision with faculty, students and parents to unite their goals.
persistent

An effective mission emphasizes and improvement in providing learning for all – students and educators of all backgrounds. **innovation**

Topic # 08

..... must feel secure in their school community so that their energies can be applied to learning. **Students**

Students must feel in their school community so that their energies can be applied to learning. **secure**

School communities that are welcoming and intentionally inviting insist on relationships that sponsor and proper conduct among students.
mutual respect

Students must feel in their school community so that their energies can be applied to learning. **secure**

Topic # 09

In the effective school, staff have the ability to help all students attain that **mastery**

Topic # 10

In the effective school, student academic progress is measured frequently using a variety of **assessment procedures**

Which from the following option is used to improve both individual student performance and instruction is an effective school **Results**

Teachers at effective schools genuinely believe that every kid has the raw materials to be a successful **student**

Results are used to improve both individual student performance and **instruction**

Topic # 12

The syllabus must be enough to allow re-teaching when the students are having trouble with certain key concepts. **flexible**

Teachers at effective schools genuinely believe that every kid has the raw materials to be a successful **Student**

Teachers at effective schools are aware of limited instruction time and create a syllabus with that in mind. **Student**

The effective school allocates and protects a significant amount of
..... for instruction of the essential curricular areas **time**

The broader concept of leadership recognizes that leadership is always passed on from the in any organization **followership**

Teachers at effective schools are aware of limited instruction time and create a with that in mind **syllabus**

Lesson No # 02 (Topics 13 to 18)

Topic # 13

To be a leader, a person must have a deep-rooted to the goal that he will strive to achieve it even if nobody follows him! **commitment**

A mnemonic for leadership would be 3P's – Person, People and
Purpose

Topic # 14

“The leader has to be practical and a....., yet must talk the language of the visionary and the idealist”. (Eric Hoffer) **realist**

It is probably the most powerful tool in a leader's toolbox **vision**

A requirement for leadership is personal..... **vision**

Topic # 15

It is understanding what is needed , in terms of human and other resources, to achieve success and developing the plan to achieve it. **Situation**

The important point is that ONLY bring their unique gifts to the situation. **followers**

Leadership is strictly a- cantered work. The role of a leader is to get others to achieve an objective willingly. **people**

Choosing to “lead from” is the only way to create the optional chance for leadership success. **strengt**

Topic # 16

Leadership directs the organization in a way that makes it more.....and coherent **cohesive**

Leadership is a by which a person influences others to accomplish an objective and directs the organization in a way that makes it more cohesive and coherent **process**

Leaders carry out this process by applying their leadership knowledge and skills. This is called **Process Leadership.**

Leadership is a process by which a person influences others to accomplish an and directs the organization in a way that makes it more cohesive and coherent. **objective**

Leaders carry out this process by applying their leadership knowledge and skills.This is called Leadership. **Process**

Topic # 17

A leader must understand his own.....as he also brings unique gifts to his role as leader **Strengths**

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 **Natural**

Topic # 18

True leaders must become “strategic” rather than **“operational”**

Lesson No # 03 (Topics 19 to 24)

Topic # 19

The person responsible for supervising the use of an organization’s resources in fulfilment of the organization’s goals and objectives. **Manager**

Consist of people, their skills, know-how and experience, machinery, raw materials, computers and IT, parents, financial capital and loyal customers and employees. **Resources**

loyal customer and employees from an integral part of **Resources**

The function that coordinates the efforts of people to accomplish goals and objectives using available resources efficiently and effectively. **Management**

Topic # 20

A measure of how efficiently and effectively managers use available resources is organizational..... **Organizational Performance**

..... skills are often defined as providing vision and strategy as well as leading transformational change, while management skills are frequently considered to be planning, controlling and monitoring. **Leadership**

A structure unit of people who work together and coordinate their actions to achieve a collective goal called **Organization**

A measure of the appropriateness of the goals an organization is pursuing and the degree to which they are achieved. **Effectiveness**

A measure of how well or how productively resources are used to achieve a goal **Efficiency**

Topic # 21

Manager chooses the right goals to pursue, but does a poor job of using resources to achieve these goals **Low efficiency/high efficiency**

Topic # 22

..... or analysing metrics during business activities to ensure completion of tasks and identify areas for improvement. **Controlling**

..... upon business goals and the methods to achieve them. **Planning or deciding**

Topic # 23

There are levels of management **3**

Levels of management are the convenient platforms created to the activities of the enterprise. **manage**

The managers at different levels are given specific which are properly coordinated. **functions**

Topic # 24

The ability to analyse and diagnose a situation and distinguish between cause and effect. **Conceptual Skills**

The ability to understand, alter, lead and control the behaviour of other individuals and groups. **Human skills**

Job specific skills required to perform a particular type of work or occupation at a high level. **Technical skills**

Lesson No # 04 (Topics 25 to 30)

Topic # 25

According to Kotter for the success of organizations both are necessary
Leadership and management

..... claims that leadership is different from management, but if either is missing, success in today's competitive environment will be elusive **Kotter (1990),**

..... skills are frequently considered to be planning, controlling and monitoring. **management**

..... skills are often defined as providing vision and strategy as well as leading transformational change, while **management skills** are frequently considered to be planning, controlling and monitoring. **Leadership**

Topic # 26

During 1980's and into early 1990's, a major restructuring of work took place due to advancement, competition and outsourcing. **technological**

According to Burke and (2004) management is now based around knowledge workers. **Cooper**

Topic # 27

A is full of new ideas and believes in experimenting and creating new things. **leader**

He has to be the one who can appropriately set the tempo and pace of his group. **A leader**

The leader is an and the manger is an administrator
innovator

Topic # 28

Leaders give solutions while the create action plans **mangers**

If anything goes wrong or if it is not done up to the expectation of the company then it will be the who will ask the question in what and why as he/she has to answer the higher-ups. **leader**

A is the one who will ask for the reasons as his job is to keep his vision on the company's goal and objectives. **manger**

Topic # 29

Leaders make followers and the managers look for **subordinates**

He works in an autocratic, consultative or democratic way. **manager**

Lesson No # 05 (Topics 31 to 36)

Topic # 31

the stones of these monuments were found cut and moved efficiently due to effective **plan**

Could the stones of these monuments have been found, cut and moved without a? **plan**

Could Egyptian pyramids have been built without the of all of the required tasks? **management**

Egyptian pyramids would not have been built without the of all of the required tasks **management**

Topic # 32

Extensive work has been done in the **last century**

Topic # 33

Which theory from the following gives emphasis on the economic rationality of people and organization? **Classical school of management**

Early forms of concepts have been applied throughout history in order to progress as a society. **management**

The core ideas of school of management include application of science to practice of management **classical**

Articulation and.....of specific principles of management are the core ideas of the classical school of management. **application**

The core ideas of school of management include application of science to practice of management **Classical**

Topic # 34

He seminal “bureaucracy” theory, a formalized and idealized view of organizations was put forward **Max weber (1905)**

the principle of Employment based on technical qualifications was introduced by **Max weber (1905)**

The seminal “bureaucracy” theory, a formalized and idealized view of organizations is based on.....major principles **6**

“Principles of Scientific Management” was put forward by.....
Fredrick Taylor

When MA Weber gave The theory of social and economic organization? **Max Weber (1905)**

bureaucratic School of Management was developed by **Max weber**

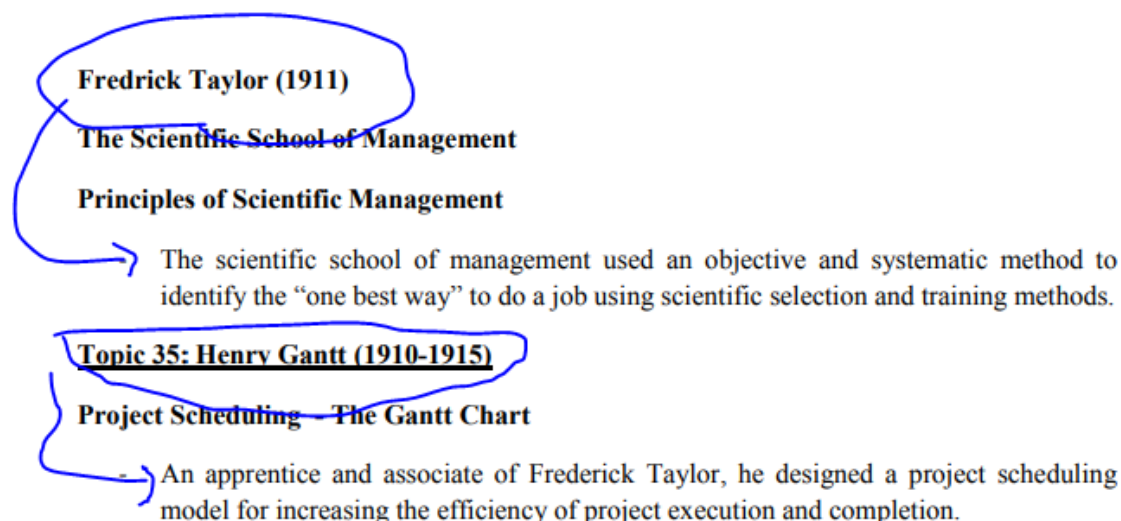
Topic # 35

Fayol named.....functions / roles of management , in the Administrative School of Management **6**

According to Fayol, there are principles of management **14**

These roles evolved into principles of management. **14**

An apprentice and associate of, he designed a project scheduling model for increasing the efficiency of project execution and completion.
Henry Gantt (1910-1915)



According to Fayol need specific roles in order to manage work and workers **Managers**

Lesson No # 06 (Topics 37 to 42)

Topic # 37

The Neo-classical thought emerged in reaction against the Scientific Theory of Management, which stressed upon of jobs, processes and technologies to maximize economic yield. **“Standardization”**

The Neo-classical thought stressed upon..... of jobs, processes and technologies to maximize economic yield. **“Standardization”**

Rather than focus on production, structures or technology, the neoclassical theory was concerned with the **employee**

Topic # 38

..... increases when workers believe that they are being observed closely **Productivity**

The Hawthorne Effect states that..... care about self fulfilment, autonomy, empowerment, social status and personal relationships with co workers.

Workers

Topic # 39

Human relation theory of management was presented by **Elton Mayo (1933)**

Topic # 40

..... satisfaction and working conditions are important in achieving workers productivity **Employee**

The management theory is also known as the human relations movement because it addresses the human dimension of work. **behavioural**

Topic # 40

According to Maslow, human.....can be arranged in a hierarchy of importance, from the lowest to highest. **Needs**

Lesson No # 07 (Topics 43 to 48)

Topic # 42

Neo-classical school of management relates to **People / workers**

Every must understand that when an organizational goal is achieved it leads to fulfilment of their personal needs. **worker**

Topic # 43

Dealing with complexity is the core of management theory. **modern**

Modern school of management is about **environment**

Which type of leaders Make unilateral decisions..... **Autocratic Leader**

How many leadership styles are suggested by Iowa? **three**

..... is an exercise in logic applied to situations. **Management**

Topic # 44

Transforming inputs into outputs and receiving feedback. **System Management Theory**

..... Combines classical management theory and behavioural science through the use of statistical models and simulation. **The Quantitative School of Management**

The Quantitative School of Management Combines management theory and behavioural science through the use of statistical models and simulation. **classical**

Managers use the math and statistics for problem solving. **Scientific management**

In which theory we transform inputs into outputs and receive feedback? **System Management Theory**

Topic # 45

The system school of management was put forward by **Ludwig von Bertalanffy**

Topic # 46

Argued that leadership effectiveness was contingent upon two interacting factors, leadership and situational favourableness. **style**

Quiz no 1

EDU 602

- 1) ----- is an exercise in logic applied to situations in modern management theory. **Management**
- 2) The ----- management theory is also known as the human relations movement. **behavioral**
- 3) Leadership directs the organization in a way that makes it more----- and coherent. **cohesive**
- 4) The students and staff are deeply concerned about the -----and precisely focused on how to get to that. **future**
- 5) Leadership is ----- by which a person influences others to accomplish an objective. **process**
- 6) According to Maslow, human ----- can be arranged in a hierarchy of importance, from the lowest to highest. **needs**
- 7) To be a leader, a person must have a deep-rooted -----to the goal that he will strive to achieve it even if nobody follows him! **commitment**
- 8) The seminal “bureaucracy” theory, a formalized and idealized view of organizations is based on -----major principles. **6**
- 9) The effective school allocates and protects a significant amount of -----for instruction of the essential curricular areas. **time**
- 10) “Principles of Scientific Management” was put forward by-----.
 Fredrick Taylor
- 11) The Neo-classical thought stressed upon the ----- side of organizations. Human
- 12) The managers at different levels are given specific -----which are properly coordinated. Functions
- 13) A structured unit of people who work together and coordinate their actions to achieve a collective goal is. Organization

- 14) The most powerful tool in a leader's toolbox is. Vision
- 15) Determining how tasks are to be grouped is part of which management function? **Organizing**
- 16) Manager chooses wrong goals to pursue, and makes poor use of resources to achieve these goals. Low efficiency/low
- 17) Loyal customers and employees form an integral part of: Resources
- 18) Extensive work has been done on management in the: last century
- 19) According to Fayol, there are ----- principles of management. 14
- 20) Choosing to "lead from-----" is the only way to create the optimal chance for leadership success. Strength
- 21) The effective school must build enough trust and communication to realize that teachers and parents have the same ----- . Goal
- 22) Which type of school successfully achieves the targets set by the stakeholders by showing high grades and good results in exams? Good Schools
- 23) Determining how tasks are to be grouped is part of which management function? Organizing
- 24) Understanding what is needed, in terms of human and other resources, to achieve success and developing the plan to achieve it, is known as: Situation
- 25) The leader is an----- and the manager is an administrator? Creator
- 26) ----- designed a project scheduling model for increasing the efficiency of project execution and completion. Project Scheduling - The Gantt Chart
- 27) Which of the following is NOT one of the four primary management functions? Staffing
- 28) Leadership directs the organization in a way that makes it more----- --- and coherent. Cohesive
- 29) The research of Ron Edmonds and Wilbur Brookover refuted the notion that -----had no impact on learning: schools
- 30) The -----of effective schools are means to achieving high and equitable levels of student learning: correlates
- 31) Teachers at effective schools are aware of limited instruction time and create a _____with that in mind. Syllabus

32) _____ must help workers deal with situational constraints and social aspects of organizational and environmental changes. Managers

33) Manager chooses inappropriate goals to pursue, but make good use of resources to achieve these goals high efficiency and high effectiveness.