

**20**

*Are you a natural leader?*

	USUALLY	SOMETIMES	RARELY
1 When you know a subordinate is having difficulties with a task, can you resist the temptation to take over immediately?			
2 Can you stay calm at times of crisis?			
3 Are you comfortable with change?			
4 Can you create an atmosphere of enthusiasm among a group of people?			
5 In the middle of day-to-day problems can you concentrate on future needs?			
6 Can you discard your own ideas and accept other people's in their place?			
7 Do you give credit to people for their contributions?			
8 Can you 'put yourself in someone else's shoes': understand their motivations when they are different from your own?			
9 Do you have a consistent approach to problems?			
10 Do you praise other people whenever you can?			
11 Can you keep a secret?			
12 Do you set high standards and clear objectives?			
13 Do you take an interest in other people's lives?			
14 Can you accept that a subordinate may understand the technical aspects of the job better than you?			
15 Can you act decisively when time is short?			

# Are you a natural leader? **Worksheet 20**

NOTE: It may be advisable to avoid this activity in classes where bosses and their subordinates are mixed together.

## ACTIVITY

Pairwork: reading, speaking

## AIM

To discuss guidelines for leading teams.

## GRAMMAR AND FUNCTIONS

Talking about abilities

## VOCABULARY

*subordinate, crisis, day-to-day problems, to give someone credit, standards, objective, technical aspects, to act decisively*

## PREPARATION

Make one copy of the worksheet for each student in the class.

## TIME

15-45 minutes (depending on how interested the group is in this topic)

## PROCEDURE

- 1 Tell the students that they are going to talk about qualities of leadership.
- 2 Give out the questionnaires and ask them to complete the columns on the right. Circulate and help with vocabulary.
- 3 Ask the students to work together in pairs or small groups to compare their results. Encourage them to tell each other anecdotes related to the questions, either about themselves or people they have worked with.
- 4 If you like, give them this (not very serious) key to assess their score.  
*Score 2 points for each 'usually' and 1 point for each 'sometimes'.*  
*25-30: a natural leader or a liar.*  
*15-24: a safe pair of hands.*  
*0-14: no comment.*

## FOLLOW-UP

Ask the students, in pairs, to write more questions in the same style as the ones in the questionnaire. The questions should express what they think are the qualities of leadership. When they have finished, ask them to try the questions on each other.