

Chapter 8 Leadership in Management

Section 8.1 Leadership Qualities

Reading Activity—Make a List

Directions Read the list of traits that someone with good communication skills might possess. Using the list as a starting point, make a checklist of at least eight questions that could be used to evaluate a person’s communication skills. Write your questions in the space provided.

Traits of a Good Communicator

1. People usually understand what I am saying.
2. I find it easy to see things from someone else’s point of view.
3. I listen actively to keep my mind from drifting.
4. When I am wrong, I am not afraid to admit it.
5. I rarely jump to conclusions.
6. I try to put my self in the other person’s shoes when we are talking.
7. It helps me to understand if people tell me that they disagree with me.
8. When I work with others, I try to do my fair share of the work.

Question	Always	Sometimes	Never
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			