

## Grade 7 EMS Worksheet

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### Assessment Task: Characteristics of leaders and managers

#### Characteristics of leaders and managers (Individual activity)

Fill in the missing word to complete these sentences. Choose from the words in the box.

[10 marks]

multi-tasker	assertive	decisively	fairly	relationships
confidentiality	admit	people's	respect	promises

- Managers and leaders should act when \_\_\_\_\_ action needs to be taken.
- A manager or leader should also be a \_\_\_\_\_, which means that they should be able to do more than one thing at a time.
- A manager or leader respects \_\_\_\_\_.
- The manager or leader develops honest and trusting \_\_\_\_\_ with his employees.
- Managers or leaders should \_\_\_\_\_ valuable contributions by employees.
- A manager or leader should be a \_\_\_\_\_ person.
- A manager or leader should treat the people who work for them \_\_\_\_\_ and politely.
- A manager or leader should always keep his or her \_\_\_\_\_.
- Managers and leaders often need to be \_\_\_\_\_ and action-oriented.
- A manager or leader should \_\_\_\_\_ when he or she has made a mistake and ask for advice when this is appropriate.

[10 marks]

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### Suggested Solutions

Question number	Possible marks	Solution
1	10	<p>a) Managers and leaders should act <u>decisively</u> when action needs to be taken.</p> <p>b) A manager or leader should also be a <u>multi-tasker</u>, which means that they should be able to do more than one thing at a time.</p> <p>c) A manager or leader respects <u>confidentiality</u>.</p> <p>d) The manager or leader develops honest and trusting <u>relationships</u> with his employees.</p> <p>e) Managers or leaders should <u>respect</u> valuable contributions by employees.</p> <p>f) A manager or leader should be a <u>people's</u> person.</p> <p>g) A manager or leader should treat the people who work for them <u>fairly</u> and politely.</p> <p>h) A manager or leader should always keep his or her <u>promises</u>.</p> <p>i) Managers and leaders often need to be <u>assertive</u> and action-oriented.</p> <p>j) A manager or leader should <u>admit</u> when he or she has made a mistake and ask for advice when this is appropriate.</p>