

Assessment

Leading Honorably ***First Edition***

The objectives of this book are:

- To teach techniques for aligning leadership ability and ethical practices
- To explore win/win/win results for immediate and distant communities
- To present the communication skills outstanding leaders possess
- To demonstrate how to motivate others to effect positive change

■ CRISP_{series}

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Assessment Questions for *Leading Honorably, First Edition*

Select the best response.

1. For leaders to be effective, they must learn to speak multiple “workplace languages,” for example, the language of money and the language of objects.
 - A. True
 - B. False

2. An honorable team leader knows how to:
 - A. Inspire without pushing
 - B. Manage conflict (not eliminate it)
 - C. Periodically assess the team’s success
 - D. A and C
 - E. All of the above

3. A highly inflected tonal quality vs. a monotone makes little difference in how your message is received and perceived.
 - A. True
 - B. False

4. Which of the following are task behaviors that will help provide a comfortable forum for team meetings?
 - A. Asking a question for clarification
 - B. Having an agenda clearly visible
 - C. Having the ground rules posted
 - D. B and C
 - E. All of the above

5. Being aware of the mistakes others have made and the failure they have had will help you:
 - A. Be prepared for the objections others may raise about your project
 - B. Motivate your followers to ever-greater achievement
 - C. Both of the above

6. The False Claims Act allows an employee to receive up to one-third of the amount of money the federal government recovers from contractors guilty of perpetrating fraud in their government dealing.
 - A. True
 - B. False

7. Which of the following communication techniques should an effective leader avoid?
 - A. Using language that floats above the heads of an audience
 - B. Being sensitive
 - C. Clouding rather than clarifying the point
 - D. A and C
 - E. All of the above

8. When you are willing to compromise and concede, rather than always wanting to compel, you will find that you and others will benefit.
 - A. True
 - B. False

9. Leaders can be persuasive by being good listeners.
 - A. True
 - B. False

10. Which of the following verbal techniques is more likely to convince a group of students that a particular company practiced a policy of avoiding layoffs?
 - A. Statistics
 - B. Story
 - C. Story plus statistics

11. When developing an ethics gauge for assessing a proposed course of action, which of the following questions should be asked:
- A. Is it the truth?
 - B. Will it build goodwill and better friendships?
 - C. Will it be beneficial to all concerned?
 - D. A and C
 - E. All of the above
12. A future-oriented leader:
- A. Prefers to keep things exactly as they are
 - B. Believes improvements cannot be made without occasional alterations
13. Leaders can effectively remind their followers that disturbing events are not permanent events by:
- A. Using carefully composed words to eliminate the fear that typically surrounds the introduction of new proposals
 - B. Repeating their message at different times, in different places, in different ways, to different groups of people
 - C. Creating motivational messages that are easily and often quoted
 - D. B and C
 - E. All of the above
14. Playing the devil's advocate can be honorable when you:
- A. Take an opposite point of view to irritate others
 - B. Choose words that are sarcastic or negative
 - C. Base your critical comments on fact or experience whenever possible
 - D. All of the above
15. Giving feedback, whether it is asked for or not:
- A. Helps you refine and clarify your own honorable language techniques
 - B. Helps ensure you are focusing on the needs of others
 - C. Enables receptive individuals to act more professionally and more productively
 - D. All of the above

16. It may be appropriate to speak up about questionable practices:
- A. Only if you suspect they are illegal
 - B. Even if they may be perfectly legal
17. Having a big vocabulary does not necessarily mean using big words.
- A. True
 - B. False
18. We can learn how to improve our own processes and practices by:
- A. Gathering data on the ways the process is currently being done
 - B. Comparing ourselves to others from whom we can learn
 - C. Disregarding anything your benchmark partner does differently from you
 - D. A and B
 - E. All of the above
19. Listen to complaints, for embedded in each is an opportunity for leadership to find a way to improve the situation.
- A. True
 - B. False
20. Which of the following steps will help you regain control when you are working within a state of confusion:
- A. Acknowledge that confusion is a natural and normal element
 - B. Lay out a series of tasks that will help your team gain mastery over challenges
 - C. Assure others that confusion, chaos, and contradictory ideas are not to be feared
 - D. A and C
 - E. All of the above
21. Which of the following are good ways to build trust with your followers?
- A. Avoid meeting with them one-on-one if they do not know you well
 - B. Keep your track record to yourself—it is irrelevant that others have trusted you
 - C. Ask them what you can do to earn their trust

22. Even successful executives must resign themselves to continuing to do things that waste time.
- A. True
 - B. False
23. A good general guideline for delivering an extemporaneous speech is to:
- A. Tell them what you're going to tell them
 - B. Tell them
 - C. Let them figure out what you told them
 - D. A and B
 - E. All of the above
24. Good leaders communicate well and influence others toward positive change by listening half the time, speaking the other half.
- A. True
 - B. False
25. Being prepared with motivational statements will help you help others to face adversity calmly and courageously.
- A. True
 - B. False

**Answer Key for
Leading Honorably, First Edition**

Recommended response (Corresponding workbook page)

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|-----------|------------|-------------|------------|------------|
| 1. A (20) | 6. B (4) | 11. E (6) | 16. B (10) | 21. C (14) |
| 2. E (46) | 7. D (22) | 12. B (89) | 17. A (70) | 22. B (41) |
| 3. B (69) | 8. A (51) | 13. E (100) | 18. D (53) | 23. D (66) |
| 4. E (90) | 9. A (73) | 14. C (77) | 19. A (34) | 24. A (56) |
| 5. C (91) | 10. B (76) | 15. D (71) | 20. E (63) | 25. A (86) |