

## Chapter-6 Leadership

### Very short answer questions.

1) What is leadership?

⇒ Leadership is the act of influencing behaviour of the employees & guiding them toward the attainment of corporate goals.

2) Mention any four features of leadership.

⇒ - Followers

- Ability to influence

- Common objectives

- Unequal distribution of authority.

3) Mention any four importance of leadership.

⇒ - Initiates action

- Motivation

- Providing guidance

- Creating confidences

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4) Mention any four qualities of good leadership.

⇒ 1) Personal traits

a) Dynamic personality

b) Intellectual capacity

2) Managerial traits

a) Technical knowledge

b) Human relation.

5) What is autocratic style of leadership?

→ Autocratic leadership style is one in which the leader or superior holds total power, makes all decision, centralises authority, controls information & treats the subordinates as per his judgement.

6) What is democratic style of leadership?

→ Democratic leadership style is one in which the leader or superior decentralises the power & authority, encourages subordinates for participation in decision making.

7) Mention any four roles of a managerial leader?

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- Setting & achieving organisational Goals.
  - Planning operational of operations of the organisation.
  - Performing as a symbolic figure for the group.

Short / Long questions

1) Explain the characteristics of leadership?

→ They are as explained below:-

1) Followers :- Leadership implies the existence of the followers. In leadership, the existences of three factors are very important they are leader, followers & the circumstances.

- 2) Ability to influences:- leadership is the ability & capability due to which a leader influences the behaviour, conception, conducts & efforts of the followers.
- 3) Common objectives:- another feature of leadership is related with the objectives of leader & followers.
- 4) Unequal distribution of authority:- There exists working relationship between leader & followers in which authority is distributed unequally between leader and the followers.
- 5) Continuous process:- As a leadership is a working relationship, it is assumed as ongoing process & requires regular communication between the leader and the followers.
- 6) Situational:- leadership is based upon a particular circumstances of situation. As the situation changes, the style of leadership also changes.
- 7) Exemplary conduct:- To lead a group and people, a leader must possess very distinct character, conduction, thought, ability & capability.

2) Explain the importance of led leadership?

→ - Initiates action :- leader is a person who starts the work by communicating the policies & plans to the subordinates from where the work actually starts.

- Motivation :- A leader proves to be playing an incentive role in the concern's working. He motivates the employees with economic & non-economic rewards and thereby gets the work from the subordinates.

- Providing guidance :- A leader has to not only supervise but also play a guiding role for the subordinates.

- Creating confidence :- Confidence is an important factor which can be achieved through expressing the work efforts to the subordinates, ~~explaining them clearly~~

- Co-ordination :- Co-ordination can be achieved through reconciling personal interests with organizational goals.

3) Explain the qualities of good leadership?

→ A) Personal traits :- The qualities of a person is called personal traits.

1) Dynamic personality :- A leader of any organisation should possess a dynamic personality. He should have very charming & cheerful personality with strong & sound mental health.

2) Flexibility :- A successful leader always believes in flexibility but not in rigidity.

3) Managerial traits :- Being a leader in a business organisation a manager must possess some managerial traits.

1) Technical knowledge :- As a leader, an executive should have technical knowledge of the activities relating to the organisation.

2) Human relation :- Leadership is a human factor. It is concerned with knowledge dealing, influencing and managing people.

4) Distinguish between autocratic & democratic styles of leadership.

Aspect	Autocratic Leadership	Democratic Leadership
Decision Making	Leader makes decision unilaterally.	Decision are made collaboratively with team input.
Authority	Centralized; leader holds complete control.	Leader encourages participation from team members.

Communication	One-way, leader gives orders.	Two way open communication is encouraged.
Motivation Style	Relies on fear, discipline & rewards	Encourages motivation through trust & recognition.
Examples	Military, crisis management	Corporate environment, educational institution

5) Explain the various functions of a managerial leader.

→ They all are as explained below:-

a) Setting & achieving organisational goals.

1) Goal setter:- A leader establishes the organisational goals & objectives. He also participates with the seniors & subordinates.

2) Planner:- Planning is one of the functions to be performed by a leader. It is intermediate between formulation of objectives and executions.

3) Executive:- A leader performs the role of an executive. In this regard, the leader takes the responsibility to see whether appropriate works.

## B) Planning operations of the organisation

1) Expert:- A leader is an expert in the principal activities of the organisation.

2) Representative of the organisation:- In a large organisation, external contact & dealing with all the workers is not possible.

3) Arbitrator & mediator:- A leader always tries to maintain harmony among the workers.

## C) Performing as a symbolic figure for the group

1) Exemplar:- A leader is ~~capable~~ accepted as a honourable symbol of the group. He ~~provides a kind of~~ has been accepted as a model for others.

2) Idealogist:- A leader must have his own unique ideas concerning the group its work & mission.

3) Scapegoat:- The leader also functions as scapegoat. He provides a ready target for the aggressions of the members of the group.

## D) Discuss different types of leadership styles.

→ The different types of leadership styles are as given as:-

## 1) Autocratic or authoritarian leadership.

a) Paternalistic or strict autocrat :- He is one who relies on negative influence. He assumes that his order must be followed & obeyed by the followers.

b) Benevolent autocrat :- He is one who wishes to do good. He is actively friendly & helpful to the group.

## 2) Democratic leadership

a) Participative :- This style of leadership permits the people to participate in decision making & formulating plans & policies.

b) Result oriented :- The leader emphasizes on results rather than on actions.

c) Goal setting :- The leader in this style, designs the goals for the group & organisation & provides freedom for the performance to the followers.

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