









# 6

# Complete Worksheets

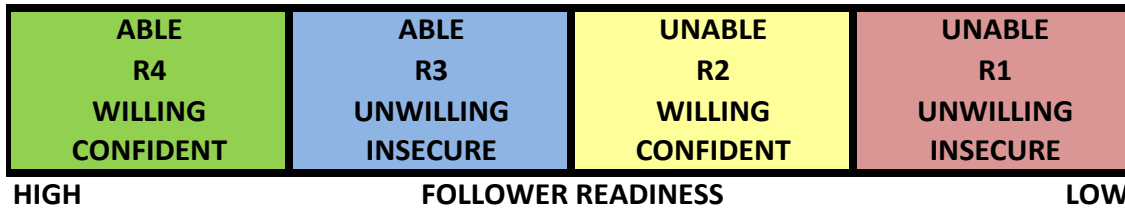
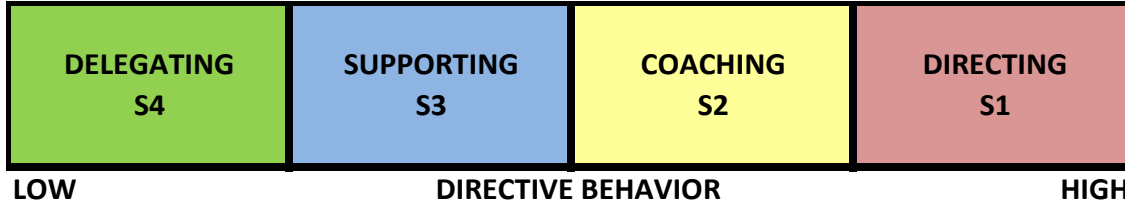
Chapter 6 consists of eight exercises: 2 Roundtable, 4 Team, 2 Simulations

<u>TYPE</u>	<u>EXERCISE WORKSHEETS</u>	<u>PAGE</u>
	6.1.1 Leadership Situations	112
	6.1.2 Leadership Structures	113
	6.2.1 Decision Making	114
	6.3.1 Project Manager Role	115
	6.3.2 Character Traits	116
	6.3.3 Project Balance	117
	6.4.1 Checklists	120
	6.4.2 Visual Control Board	121



### 6.1.1 Leadership Situations Worksheet

#### Situational Leadership® Model



(Hersey, Blanchard, Johnson 2008 p. 149)

For each situation identify leadership style, readiness, and expected level of success.

**Situation A Team 1**

**Situation B Team 2**

**Situation C Team 3**



### 6.1.2 Leadership Structures Worksheet

- **Based on your experience with a group led by a supervisor: Describe experience, method of leader appointment, level of self-leadership**

- **Based on your experience with a group led by a co-performer: Describe experience, method of leader appointment, level of self-leadership**

- **Based on your experience with a group led by an outside facilitator: Describe experience, method of leader appointment, level of self-leadership**



**6.2.1 Decision Making Worksheet**

Situation	Best Approach	Logic
A Team 1		
B Team 2		
C Team 3		
Situation	Worst Approach	Logic
A Team 1		
B Team 2		
C Team 3		



### 6.3.1 Project Manager Roles Worksheet

- **Why do Project Manager's require skills in leadership, business, and strategic planning?**

- **Name the top three qualities you would look for when hiring a project manager? Explain your selection**

- **What issues should be considered when promoting an outstanding engineer to project manager?**



6.3.2 Character Traits Worksheet Team \_\_\_\_

Postive Character Trait	Trait Priority	Class Member	Action Exemplifying Positive Trait
Organizer			
Expert			
Recorder			
Analyst			
Time Keeper			
Achiever			
Inquirer			
Peacemaker			
Negative Trait	Offsetting Trait	Explanation	
Riddler Team 1			
Critic Team 1			
Filibuster Team 2			
Hermit Team 2			
Procrastinator Team 3			
Gladiator Team 3			



### 6.3.3 Project Balance Worksheets

#### Project Balance Team 1 Worksheet

- **Approving a Change Request**

- **Developing an initial schedule**

- **Resolving a personality conflict**

**Project Balance Team 2 Worksheet**

- **Assigning a task to a team**

- **Approving a vacation request**

- **Authorizing overtime**



**Project Balance Team 3 Worksheet**

- **Developing the project estimate**

- **Problem solving a technical issue**

- **Selecting a new supplier for project materials**



### 6.4.1 Checklists Worksheet Team \_\_\_\_

#### Preparatory Checklist for First Class

Course Number: \_\_\_\_\_

Start Date: \_\_\_\_\_

Course Title: \_\_\_\_\_

■ **Course sign up**

■ **Books, equipment and materials**

■ **Personal adjustments**

■ **Work in preparation for class**

■ **Other ideas**



## 6.4.2 Visual Control Boards Worksheet

■ Overall Course Information - Team 1

■ Contact Information - Team 2

■ Course Schedule - Team 3

■ Course Progress - Team 3

■ Course Issues and Other Ideas - All Teams

