Name: Date:

**TEAMWORK AND LEADERSHIP SKILLS QUIZ**

1. Benefits of teamwork include:
2. Increased productivity, motivation, and morale
3. Improved product quality and customer service
4. All of the above
5. None of the above
6. A group of people from two or more departments working together to reach a common goal is called:
7. A cross-functional team
8. A self-directed team
9. A functional team
10. None of the above
11. Team planning involves:
12. Role playing, incentives, and step-by-step instructions
13. Setting goals, assigning roles and responsibilities, and communication
14. Positive attitudes and delegation
15. None of the above
16. Potential obstacles to effective teamwork include:
17. Unclear goals, competitiveness among team members, and resentment over lack of individual recognition
18. Ethical violations
19. Improved self-esteem and job satisfaction
20. None of the above
21. Making the team’s goal your top priority, listening actively and offering suggestions in meetings, following through on your assigned tasks, working to resolve conflicts among team members, and inspiring coworkers to do their best are:
22. Responsibilities of the facilitator
23. Characteristics of an effective team member
24. Reasons not to join a functional team
25. None of the above
26. A member of the team appointed to coordinate tasks so that the team works efficiently is called:
27. The secretary
28. Efficiency expert
29. Facilitator
30. None of the above
31. Motivating or influencing others to work toward a goal is called:
32. Leadership
33. Subversive tactics
34. Cross-functionality
35. None of the above
36. Which of the following are identified as desirable leadership qualities?
37. Good communicator, visionary, decisive, problem-solver
38. Involves others, role model, positive
39. Both A and B
40. Neither A nor B
41. The four leadership styles are:
42. Doing, giving, expecting, demanding
43. Directing, coaching, supporting, delegating
44. Asking, telling, hiring, firing
45. None of the above
46. Which of the following choice is **not** a desirable leadership quality?
47. Giving clear directions
48. Trying to do it all yourself
49. Praising in public; reprimanding in private
50. Making your expectations clear