**Unit 3 – Develop Leadership Skills**

**Worksheet PS1: Leadership Style Definitions**

Can you match up the leadership styles below with their definitions?

A direct style of leadership which uses rewards and punishment to motivate the team.

This style of leadership focuses on rules and procedures to manage a team.

This is where the leader is primarily focused on the completion of the task.

This type of leader likes to be very direct and tell their team what they must do.

This is where the leader is primarily focused on the needs of the team and their welfare.

The team members are allowed to share their views but the leader still maintains control of the team.

Inspires and motivates their team to perform to high levels and committed to the team task.

Focuses on team performance and is more about moving forward as a team rather than individuals.

The leader very much trusts the group to complete the task and applies a hands-off approach.

**Charismatic**

**Bureaucratic**

**Transformational**

**Transactional**

**Laissez Faire**

**Democratic**

**Authoritarian**

**People Orientated**

**Task Orientated**

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**Worksheet PS2: Leadership Styles**

|  |
| --- |
| **Pick any well-known leader and identify their key leadership strengths.** |
|  |
| **How appropriate was their leadership style to the situation?** |
|  |
| **Do you think you could be a good leader in all situations, or do only certain leaders excel in situations that are only appropriate to their style?** |
|  |
| **Do you think good leaders are born with the genetics to be good leaders or are they conditioned through their environmental experiences?** |
|  |

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**Worksheet PS3: Leadership Styles in detail**

Outline the definitions of the different leadership styles identified in the tables below and explain how they can be used in a work setting using uniformed service examples. Identify the skills and qualities associated with each leadership style. Explain how different leadership styles can be effective (advantages) or ineffective (disadvantages) in different circumstances.

|  |  |
| --- | --- |
| **Task Orientated** | |
| Task orientated  *Definition* | *Example: This style of leadership is where the sole focus is the completion of the task. The needs of the team or key goals are outweighed by the need to complete the task.* |
| Task orientated  *Explain how this is used within a work setting* | *Example – An Officer in charge within the fire service may be solely focused on the rescue of a casualty in a house fire or car accident without giving any attention towards the needs of their team.* |
| Task orientated  *Skills* |  |
| Task orientated  Qualities |  |
| Task orientated  *Advantages* |  |
| Task orientated  *Disadvantages* |  |
| **Charistmatic** | |
| Charismatic  *Definition* |  |
| Charismatic  *Explain how this is used within a work setting* |  |
| Charismatic  *Skills* |  |
| Charismatic  *Qualities* |  |
| Charismatic  *Advantages* |  |
| Charismatic  *Disadvantages* |  |
| **Authoritarian** | |
| **Authoritarian**  *Definition* |  |
| **Authoritarian**  *Explain how this is used within a work setting* |  |
| **Authoritarian**  *Skills* |  |
| **Authoritarian**  *Qualities* |  |
| Authoritarian  *Advantages* |  |
| Authoritarian  *Disadvantages* |  |
| **People Orientated** | |
| People orientated  *Definition* |  |
| People orientated  *Explain how this is used within a work setting* |  |
| People orientated  *Skills* |  |
| People orientated  Qualities |  |
| People orientated  *Advantages* |  |
| People orientated  *Disadvantages* |  |
| **Democratic** | |
| Democratic  *Definition* |  |
| Democratic  *Explain how this is used within a work setting* |  |
| Democratic  *Skills* |  |
| Democratic  Qualities |  |
| Democratic  *Advantages* |  |
| Democratic  *Disadvantages* |  |
| **Laissez-Faire** | |
| Laissez-faire  *Definition* |  |
| Laissez-faire  *Explain how this is used within a work setting* |  |
| Laissez-faire  *Skills* |  |
| Laissez-faire  Qualities |  |
| Laissez-faire  *Advantages* |  |
| Laissez-faire  *Disadvantages* |  |
| **Transactional** | |
| Transactional  *Definition* |  |
| Transactional  *Explain how this is used within a work setting* |  |
| Transactional  *Skills* |  |
| Transactional  Qualities |  |
| Transactional  *Advantages* |  |
| Transactional  *Disadvantages* |  |
| **Transformational** | |
| Transformational  *Definition* |  |
| Transformational  *Explain how this is used within a work setting* |  |
| Transformational  *Skills* |  |
| Transformational  Qualities |  |
| Transformational  *Advantages* |  |
| Transformational  *Disadvantages* |  |
| **Bureaucratic** | |
| Bureaucratic  *Definition* |  |
| Bureaucratic  *Explain how this is used within a work setting* |  |
| Bureaucratic  *Skills* |  |
| Bureaucratic  Qualities |  |
| Bureaucratic  *Advantages* |  |
| Bureaucratic  *Disadvantages* |  |

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**Worksheet PS4: Comparing Leadership Styles**

Using the table below, can you compare and contrast the different leadership styles with references to uniformed service examples.

|  |  |
| --- | --- |
| **Similarities (Compare)** | **Differences (Contrast)** |
| *Example: Task orientated and people orientated leadership styles are very similar in that they are clearly focused in one area.* | *Example: Although Task orientated and People orientated leadership styles are somewhat similar in that they focus in one area, they do have distinct differences in terms of the areas they focus on such as one will focus on completion of the task and the other is focused on the needs of the team.* |
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