

# The Effective Leadership

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## Assignment 1

**Total Marks: 30**

**Q:1. Short Questions:** (20)

- i. What are your responsibilities as a leader when giving out task and getting it done?
- ii. What are your responsibilities as a team leader with regard to your team?
- iii. How can you differentiate between the urgent and important tasks? Why it is important to do so?
- iv. How can you breakdown tasks using progress and maintenance matrix?
- v. What is action centred leadership model?

**Q:2. Outline the four elements of planning. How do we apply them in the planning process?** (10)