Readiness Checklist: Leadership

Before you begin the assessment associated with this course, use the checklist below to ensure that you fully understand the course concepts and can complete the tasks associated with each one.

- ✓ Understand and define the vocabulary terms related to leadership.

- ✓ Identify and describe the qualities of effective leadership. Differentiate between leadership and management, and describe various leadership skills.

- ✓ Recognize, describe, and differentiate between different leadership styles.

- ✓ Recognize and describe the seven bases of leadership.

- ✓ Understand and characterize servant leadership. Explain how servant leadership can be applied in project team settings.

- ✓ Outline and trace the basic process for effective delegation. Describe effective delegation techniques and common mistakes to avoid.

- ✓ Identify and describe the productivity tools effective leaders use to guide their teams.

✓ Describe leadership for virtual teams, and identify best practices and potential problem areas for diverse and distributed teams.

✓ Describe and understand ethical leadership. Summarize how Blanchard and Peale's ethical leadership principles apply to project management.