

STUDY GUIDE

Principles of Leadership

MIN251

This course, along with the textbook, communicates an unbelievable number of rich principles. This study guide will help you to condense the essence of the course into a workable format. If you are able to understand the principles given in this study guide, you will do well on the test. This is a lot of information, but hopefully, it can be helpful and beneficial to you in your pursuit of excellence and leadership.

- 1) Leaders usually fit into one of four categories or levels of leadership. What are they? Be able to give a brief identifying description of each (This is very basic to the course)
- 2) Oftentimes, people confuse management and leadership. What is the difference between management and leadership? (This is important)
- 3) Identify four insights about influence.
- 4) The prominent leader of any group is quite easily discovered. Name three ways one can identify a leader through observation in a group.
- 5) Name the five levels of leadership and give a brief description of each.
- 6) The textbook identifies nine major principles of leadership, which are actually titles of chapters. Know these principles and be able to briefly describe each or to give an example of each (This should be a given).
- 7) What is the Pareto Principle? Give at least three practical examples of which you may be aware in your everyday life (Interesting principle which seems to be very true).
- 8) What is an interpretation of “the good is the enemy of the best?”
- 9) Under the topic of priorities, there are two things that are most difficult to get people to do. What are they?
- 10) John Maxwell gives four categories in which one can prioritize assignments. What are these categories. Give an example of each.
- 11) Give a dictionary definition of *integrity*. Now, give a practical definition of integrity.
- 12) Give five reasons why integrity is so important (Integrity is of the utmost importance).
- 13) What is a *conviction* (or value)?
- 14) There are several good reasons given in the text as to why people resist change. Identify at least five of these reasons (Isn't this true?)
- 15) What is the difference between change being *revolutionary* and *evolutionary*?
- 16) “Change the leader, change the organization.” Identify five ways a leader can create a climate for change.
- 17) F. F. Fournies, in *Coaching for Improved Work Performance*, identified four common reasons why people do not perform the way they should. What are these reasons?
- 18) John Maxwell makes several wonderful observations about people and their problems. Identify four such observations.
- 19) What do you think is meant by, “My problem is *not* my problem?”
- 20) What is meant by, “Problems should be solved at the lowest level possible? Give an example.

- 21) Norman Vincent Peale said, "Positive thinking is how you _____ about a problem. Enthusiasm is how you _____ about a problem. The two together determine what you _____ about a problem.
- 22) Describe John Maxwell's Problem-Solving Process (10 steps! You might want to summarize this process into five or six steps for your own practical application).
- 23) How is attitude important in leadership? Know about four principles related to attitude.
- 24) Concerning attitude, what did Hugh Downs mean by "destination disease" and "someone disease?"
- 25) Review the six steps in helping you to change your attitude.
- 26) Maxwell identifies three levels of people work skills which can distinguish between a follower, a manager, and a leader. What are they?
- 27) Successful people developers make the right assumptions about people. Identify five such assumptions.
- 28) Name five things that motivate people.
- 29) There are principal causes of unrest among workers related to actions good leaders can avoid. Name four such actions which should be avoided.
- 30) There are four vision-levels of people. Describe the leader-level of vision.
- 31) There are various ways in which one can determine what his/her vision is. We can observe our environment; what is around us. It is based on "looking." Identify six directions in which one can or should look in order to obtain a vision.
- 32) What is the purpose of self-discipline in becoming and being a leader?
- 33) The first step in developing self-discipline is to "Start with yourself." Identify three other steps.
- 34) Organization can be a means by which one can become more self-disciplined. Give at least four things one can do in order to obtain personal organization.
- 35) Winston Churchill said, "The price of greatness is responsibility." Identify four steps toward responsibility.