



WORKSHEET

GREEN LEADER



GREEN
INDUSTRY
FOUNDATION



Współfinansowane przez
Unię Europejską

Worksheet no. 1

Answer the following questions in a few sentences, giving personal examples:

Who would you describe as a leader in your life?

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.....
.....

What qualities do people like to see in their leaders?

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.....

How do you know if someone is a potential leader?

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.....
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Worksheet no. 2

Consider each of the following statements. Place the letter L or M on the line after each statement to indicate whether you think the statement best describes the role of a leader (L) or a manager (M).

- a) Provides structure _____
- b) Uses imagination _____
- c) Asks what and why _____
- d) Administers _____
- e) Builds trust f) Provides _____
answers _____
- g) Controls the budget (income and expenses) _____
- h) Acts appropriately i) _____
Uses common sense _____
- j) Creates a vision for the organization _____
- k) Asks how and when _____
- l) Provides support _____
- m) Looks to the future _____
- o) Formulates long-term goals p) _____
Operates within the established organizational culture _____
- q) Asks questions _____
- r) Is focused on innovation _____
- s) It is about control _____

Worksheet no. 3

Complete the table below by answering the questions, using your own experiences and knowledge acquired during the training. This exercise will help you reflect on your experiences of being led and how this may impact your own style as a local leader.

Effective Leadership	Ineffective Leadership
Think of a time when you experienced good leadership or felt well supported. What kind of feeling is it?	Think of a time when you experienced ineffective leadership or felt unsupported. What kind of feeling is it?
What was it about this experience and how you were guided that made you feel this way?	What was it about this experience and how you were guided that made you feel this way?
How did you feel about your job, when you experienced good leadership or felt well supported?	What was it about this experience and how you were guided that made you feel this way?
What, if anything, could you do to help the person leading be more effective?	What, if anything, could you do to help the person leading be more effective?
Based on the answers above, consider what makes a good local leader. Write down your ideas below.	
What type of local leader would you like to be? Remember that you can lead co-workers, students, parents and children	

Worksheet no. 4

Complete the table below by answering the questions, using your own experiences and knowledge acquired during the training. This exercise will help you think about your role as a local leader - who you lead and how you lead. It will also help you identify key aspects of your leadership style and the factors that influence them.

What words would the people you manage use to describe your leadership style?
What personal qualities do you bring to leadership? (Think about the experiences, qualifications, aptitudes, skills, knowledge, attributes and characteristics that support your role as a leader.)
How does your leadership style help others accomplish your tasks?
What else do you need to help you become a leader?

Worksheet no. 5

Emotional intelligence test

Respond to each of the following statements by determining whether it is true or false for you.

Self-consciousness

1. I am aware of how I feel and why.
2. I understand how my feelings affect my behavior and performance.
3. I have a good idea of my strengths and weaknesses.
4. I analyze things that happen to me and reflect on what happened.
5. I am open to the opinions of others.
6. I am looking for opportunities to learn more about myself.
7. I put my mistakes into perspective.
8. I have a sense of humor and I can laugh at my mistakes.

Emotion management and self-regulation

9. I can stay calm in times of crisis.
10. I think clearly and stay focused when under pressure.
11. I demonstrate integrity in all my actions.
12. People can rely on my word.
13. I willingly admit my mistakes.
14. I confront the unethical actions of others.
15. I stand for what I believe in.
16. I cope well with change and stay the course.
17. I can remain flexible in the face of obstacles.

Self-motivation

18. I set ambitious goals for myself.
19. I take reasonable and measured risks to achieve my goals.
20. I am results-oriented.
21. I am looking for information on how to achieve my goals and improve my results.
22. I go above and beyond what is simply expected of me.
23. I'm always looking for opportunities to do new things.
24. I maintain a positive attitude even when I encounter obstacles and setbacks.
25. I focus on success, not failure.

26. I don't take failures personally and I don't blame myself too much.

Empathy for others

27. I pay attention to how others feel and react.

28. I can understand another person's point of view, even if I disagree with them.

29. I am sensitive to other people.

30. I offer feedback and strive to help others achieve their goals.

31. I appreciate and reward others for their achievements.

32. I am available to coach and mentor people.

33. I respect people from all walks of life.

34. I have good relationships with people who are different from me.

35. I challenge intolerance, bias and discrimination in others.

Social skills

36. I have a talent for convincing others.

37. I can communicate clearly and effectively.

38. I am a good listener.

39. I can accept both bad and good news.

40. I can share my vision with others and inspire them to follow my example.

41. I lead by example.

42. When necessary, I challenge the status quo.

43. I can deal tactfully with difficult people.

44. I encourage open and professional discussion in case of disagreements.

45. I am looking for win-win solutions.

46. I build and maintain relationships with others.

47. I help maintain a positive atmosphere at work.

48. I model team characteristics such as respect, helpfulness, and cooperation.

49. I encourage everyone to participate in team work.

50. I understand the political forces operating in organizations.

Scoring Key: For each of the 50 items, give yourself a "1" if you checked "true" and a "0" if you checked "false."

People who marked scores in each category and overall, more "true" responses demonstrate more traits associated with high emotional intelligence