

## LEADER/MANAGER ACTIVITY CARDS

Consider which of the following you would more associate with Leadership and which with Management

Scheduling work	Provide feedback on performance
Delegating tasks	Act as interface between team and outside
Use analytical data to support recommendations	Plan and prioritise steps to task achievement
Motivating staff	Explain goals, plan and roles
Ensuring predictability	Inspiring people
Co-ordinate effort	Appeals to people's emotions
Co-ordinate resources	Sharing a vision
Give orders and instructions	Provide focus

Guide progress	Monitor feelings and morale
Monitor progress	Create a culture
Check task completion	Create a positive team feeling
Follow systems and procedures	Ensure effective induction
Monitor budgets, tasks, etc.	Provide development opportunities
Use analytical data to forecast trends	Unleashing potential
Conduct coaching session	Look 'over the horizon'
Appeal to rationale thinking	Take risks
Build team	Be a good role model