INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY

# MIDTERM EXAMINATION

**LEADERSHIP AND MANAGEMENT IN THE IT PROFESSION (IT GE ELEC 3)**

***Seek GOD’s help and guidance…***

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Course/Yr:**BSIT 4A** Date: Feb 3, 2022 Score:

# TRUE OR FALSE (10 pts). Read and analyze each statement. Write T if the statement is true and write F if the statement is false on the space provided before eachitem.

* 1. Listening to instructions does not involve communicating in theworkplace. **F**
  2. A team is a group of individuals who share common goals/objectives which is accomplished through everyone’s effort. **T**
  3. Everybody has an access on to the same resources and opportunities meansdiversity. **T**
  4. In a company, diversity means there are equal opportunities for employees whatever race, ethnic groups, gender, or any other individual differences they possess, they should be treatedequally. **T**
  5. An effective communication can lead to a good working relationship amongemployees. **T**
  6. Being late is a successful tactic to use when managing ateam. **F**
  7. It is always important to respect yourself, others and the place where youwork. **T**
  8. Teamwork is very important at the workplace because you work with others even if sometimes you don’t agree with them. **T**
  9. It is important to have skills rather than good attitude to be successful in yourcareer. **F**
  10. Communication is an important aspect of teamwork above allelse. **T**

# Essay (15 ptseach)

* 1. Cite some appropriate actions an employee can take if they have been discriminated against by their employer? You may cite samplesituations.

Discrimination is against and punishable by the law and there are some ways you can take to hold your employer accountable and take responsibility to ensure that your rights are protected. According to the Department of Labor and Employment, the state shall protect labor, promote full employment, provide equal work opportunity regardless of gender, race, or creed; and regulate employee-employer regulations. If you ever feel discriminated unintentionally or intentionally by your employer, keep and secure a proof of discrimination and immediately contact your lawyer to take legal actions.

* 1. If you will become a leader in the future, how will you ensure that there will be no conflicts in your company? What should be the approaches/strategies?

We can never eliminate conflicts. It is normal in any circumstances and situations. But, we can lessen it by building a good foundation of teamwork and trust. If everyone trust each other, the flow of communication will be easy and that will definitely lessen any possibility of conflicts and misunderstanding. Because, misunderstanding is created when the flow of communication is bad. A good communication within the team is a must. And it should always begin with the leader. Being a leader, you must set a good example for your team. Proper communication, trust and teamwork is a basic way to build a good foundation within the group.

* 1. As a leader, cite some strategies to help your subordinates to embrace and manage change.

One of the roles of a leader is to drive necessary change and explain its importance. According to the Forbes, leader should "State the Change", whether the change is perceived to be major or minor, the leaders must be able to clearly articulate what the change is all about, why it’s important and what the positive outcomes of the change will be. What does winning look like on the other side of the change? And also a good characteristic of a leader is the will to listen. Leaders should "Listen to Feedback", the team’s voice must be heard. And chances are, many people on the team have most likely been begging for change and know what is needed. Getting their feedback will assist in smooth transitions and gaining their buy-in. And last lastly leaders should "Acknowledge the Feedback" collecting feedback from the team is important but even more important is acknowledging that feedback. Your employees will be satisfied when you acknowledge their feedback. It will boost their confidence that will trigger them to do even better.

* 1. As a future leader, how will you develop the skills, abilities and knowledge of individuals or your team in general?

Contant learning and experience will definitely develop the leader within you. In order to develop ypur skills, abilities and knowledge, a leader should have discipline and self awareness. Your discipline will reflect to your team. A leader should always be the best example for the team to follow that's why you must set a good example for them. Leaders and the team should work together in order to achieve the team's goal. The leader's ability to lead will be the key way to develop everyone's morale and confidence. Because, a leaders should always motivate and push his team to do the best they can. Leaders inspires the group to do better and that they can always do better and improve a lot more.

* 1. Explain the quote, “Leaders are responsible for creating an environment where people can be at their best“ by Simon Sinek.

The phrase means that the leader is the one who makes the team feels safe and the one who draws the team into a circle of trust. Leaders should sacrifice so the team feels safe, and so that the whole team can gain.When leaders do this, the natural response of their team is that they trust, and are willing to sacrifice for the good of the leader’s vision. And then they can say that they did what they did because their leader would have done the same for them. Because you must trust someone in order to gain trust. Trust your team and they would definitely do the same.

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| **Criteria** | **Points** |
| **Focus**  The single controlling point made with an awareness of task about a specific topic. | **4** |
| **Organization**  The presence of ideas developed through facts, examples, anecdotes, details, opinions, statistics, reasons, and/or explanations. | **4** |
| **Content**  The order developed and sustained within and across paragraphs using transitional devices and including introduction and conclusion. | **3** |
| **Style**  The choice use and arrangement of words and sentence structures that create tone and voice. | **2** |
| **Conventions**  Grammar, mechanics, spelling, usage and sentence formation. | **2** |

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