# Leadership

**na**Demonstrated a concern for helping the group determine ‘how’ it was going to tackle the task.  
  
Demonstrated the appropriate use of different interpersonal styles if necessary, e.g. switching from a collaborative style to a more directive style should the group find it is in danger of running out of time.  
  
Allowed everyone the chance to speak.  
  
Gave praise and encouragement when appropriate.  
  
Took control of the meeting and led it in the desired direction, e.g. by outlining an agenda and summarising at appropriate stages to keep the meeting on course.  
  
Adopted an inflexible leadership style, e.g. directive, regardless the situation.  
  
Failed to provide focus and steer the group when it was looking to this person as its leader.  
  
Failed to use the appropriate leadership style and to take control when needed, e.g. allowed a discussion of irrelevant issues to continue when the group was short of time.