**TEAMWORK AND LEADERSHIP IN LAW - SKILLS QUIZ**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ 1. Benefits of teamwork include

1. Increased productivity, motivation, and morale
2. Improved product quality and customer service
3. All of the above
4. None of the above

\_\_\_\_\_2. A group of people from two or more departments working together to reach a common goal is called

1. A cross-functional team
2. A self-directed team
3. A functional team
4. None of the above

\_\_\_\_\_3. Team planning involves

1. Role playing, incentives, and step-by-step instructions
2. Setting goals, assigning roles and responsibilities, and communication
3. Positive attitudes and delegation
4. None of the above

\_\_\_\_\_4. Potential obstacles to effective teamwork include

1. Unclear goals, competitiveness among team members, and resentment over lack of individual recognition
2. Ethical violations
3. Improved self-esteem and job satisfaction
4. None of the above

\_\_\_\_\_5. Making the team’s goal your top priority, listening actively and offering suggestions in meetings, following through on your assigned tasks, working to resolve conflicts among team members, and inspiring coworkers to do their best are

1. Responsibilities of the facilitator
2. Characteristics of an effective team member
3. Reasons not to join a functional team
4. None of the above

\_\_\_\_\_6. A member of the team appointed to coordinate tasks so that the team works efficiently is called

1. The secretary
2. Efficiency expert
3. Facilitator
4. None of the above

\_\_\_\_\_7. Motivating or influencing others to work toward a goal is called

1. Leadership
2. Subversive tactics
3. Cross-functionality

d. None of the above

\_\_\_\_\_8. Which of the following are identified as desirable leadership qualities?

1. Good communicator, visionary, decisive, problem-solver
2. Involves others, role model, positive
3. Both a and b
4. Neither a nor b

\_\_\_\_9. The four leadership styles are

1. Doing, giving, expecting, demanding
2. Directing, coaching, supporting, delegating
3. Asking, telling, hiring, firing
4. None of the above

\_\_\_\_\_10. Which of the following choice is not a desirable leadership quality?

1. Giving clear directions
2. Trying to do it all yourself
3. Praising in public; reprimanding in private
4. Making your expectations clear