



Name of the Bundle	Intermediate Bundle V1	Subject	Soft Skills
Topic	Leadership skills	Last updated on	10 August 2024

Multiple choice questions (MCQ) on Leadership Skills:

1. What is the definition of leadership?

- a. An inability to manage finances
- b. An ability to influence and guide members
- c. A skill to perform tasks inefficiently
- d. A capacity to create new problems

Ans: b. The ability to influence and guide members

2. Which skill involves understanding and addressing team members' needs?

- a. Empathy
- b. Apathy
- c. Criticism
- d. Superiority

Ans: a. Empathy

3. Which skill is essential for effective communication in leadership?

- a. Ignoring feedback
- b. Active listening
- c. Talking more than listening
- d. Avoiding discussions

Ans: b. Active listening

4. Which skill is essential for clearly conveying information and ideas to others?

- a. Decision Making
- b. Communication
- c. Adaptability
- d. Procrastination

Ans: b. Communication



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5. What skill involves the ability to make choices and determine a course of action effectively?

- a. Continuous Learning
- b. Decision Making
- c. Relationship Building
- d. Adaptability

Ans: b. Decision Making

6. A goal-oriented leader is likely to_____.

- a. set vague objectives for the team
- b. measure their goals and monitor progress of others
- c. avoid discussing future plans
- d. prioritize personal goals over team objectives

Ans: b. measure their goals and monitor progress of others

7. What skill is focused on maintaining positive connections with team members?

- a. Aggressiveness
- b. lack of concentration
- c. Relationship Building
- d. Decision Making

Ans: c. Relationship Building

8. Which skill emphasizes the importance of setting and achieving specific goals?

- a. Adaptability
- b. Goal Oriented
- c. Communication
- d. Aggressiveness

Ans: b. Goal Oriented



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9. What skill involves seeking out new knowledge to improve oneself ?

- a. Communication
- b. Continuous Learning
- c. Decision Making
- d. Relationship Building

Ans: b. Continuous Learning

10. A key skill for leaders in conflict resolution is _____.

- a. Avoiding the conflict altogether
- b. Addressing issues directly and facilitating open dialogue
- c. Taking sides based on personal relationships
- d. Making partial decisions.

Ans: b. Addressing issues directly and facilitating open dialogue

11. Which skill is emphasized for leaders when interacting with team members?

- a. Speaking without listening
- b. Listening and understanding other people
- c. Giving orders without feedback
- d. Avoiding communication

Ans: b. Listening and understanding other people

12. How should a leader ensure effective communication?

- a. By making their message complicated
- b. By ensuring their message is easy to understand
- c. By using jargon that only experts understand
- d. By speaking as quickly as possible

Ans: b. By ensuring their message is easy to understand



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13. What should a leader do while making a decision?

- a. Make decisions independently
- b. Listen to ideas from other people
- c. Avoid seeking opinions from the team
- d. Focus solely on their own perception

Ans: b. Listen to ideas from other people

14. How can a leader effectively empower their team?

- A) Micromanaging every task
- B) Providing autonomy and encouraging decision-making
- C) Withholding information to maintain control
- D) Setting all decisions without team input

Ans: B) Providing autonomy and encouraging decision-making

15. A responsible leader takes accountability by_____.

- a. Blaming others for team failures
- b. Owning up to mistakes and learning from them
- c. Avoiding responsibility in difficult situations
- d. Delegating all decision-making to subordinates

Ans: b. Owning up to mistakes and learning from them

16. In this option, which is not the behaviour of a leader?

- a. Inspired the shared vision
- b. Enable others to act
- c. challenge the process
- d. Rude actions

Ans: Rude actions



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17. Which of the following is NOT mentioned as a way to improve leadership skills?

- a. Having genuine passion
- b. Blaming others for failure
- c. Knowing your strengths and weaknesses
- d. Finding great mentors

Ans: b. Blaming others for failure

18. What approach should leaders avoid when making decisions?

- a. Listening to ideas and inputs from others
- b. Making decisions based solely on their own opinions
- c. Consulting with team members for diverse perspectives
- d. Considering feedback from the group

Ans: b. Making decisions based solely on their own opinions

19. What should leaders do to support their team effectively?

- a. Stay focused on the goal
- b. Allow distractions
- c. Ignore team dynamics
- d. Focus on personal achievements

Ans: a. Stay focused on the goal

20. Understanding strengths and weaknesses can help leaders to _____.

- a. Ignore areas for improvement
- b. Make better decisions and improve themselves
- c. Become overly confident
- d. Avoid feedback

Ans: b. Make better decisions and improve themselves



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21. What is a crucial aspect of self-management for leaders?

- Ignoring personal challenges
- Practicing self-awareness
- Relying on others to manage their time
- Prioritizing work over personal

Ans: b. Practicing self-awareness and emotional regulation

22. How can finding a mentor enhance leadership skills?

- By offering criticism without support
- By providing guidance and a different perspective
- By discouraging independent thought
- By limiting networking opportunities

Ans: b. By providing guidance and a different perspective

23. What is the benefit of being committed and humble as a leader?

- It creates an environment of distrust
- It encourages team collaboration
- It leads to a lack of assertiveness
- It focuses solely on the leader's achievements

Ans: b. It encourages team collaboration

24. What is one benefit of building healthy relationships in a team?

- It creates conflict among team members.
- It leads to a strong team that trusts one another.
- It encourages competition instead of collaboration.
- It results in misunderstandings.

Ans: b. It leads to a strong team that trusts one another



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25. How can leaders promote continuous improvement in their skills?

- Sticking to familiar practices without evaluation
- Actively seeking and engaging in professional development
- Avoiding training sessions to save time
- Relying solely on past experiences

Ans: b. Actively seeking and engaging in professional development

25. How does a leader provide focus to the team?

- By avoiding setting deadlines
- By clearly defining goals and explaining objectives
- Ignoring the team's input
- By focusing solely on their own tasks

Ans: b. By clearly defining goals and explaining objectives

26. What is important for a leader when making decisions?

- Using only emotional reasoning
- Balancing emotional and logical reasoning
- Ignoring the team's input
- Making decisions based on personal bias

Ans: b. Balancing emotional and logical reasoning

27. A good leader should always be _____.

- authoritative
- open to feedback
- unapproachable
- dismissive of concerns

Ans: b. open to feedback



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28.. What is an important quality for improving leadership skills?

- a. Indifference
- b. Genuine passion
- c. Secrecy
- d. Distrust

Ans: b. Genuine passion

29.What is the best way to improve leadership skills?

- a. Learn to communicate
- b. lack of empathy
- c. Arrogance
- d. Poor communication

Ans: a.Learn to communicate.

30.What is the first and foremost leadership quality?

- a. Escape from situation
- b. Taking responsibility
- c. showing emotions
- d. Poor communication

Ans:b.Taking responsibility