

Leadership Styles: Task Oriented vs People Oriented

Questionnaire

Instructions: Read each item carefully and think about how often you (or the person you are evaluating) engage in the described behavior. Indicate your response to each item by circling one of the five numbers to the right of each item.

Key: 1 Never 2 Seldom 3 Occasionally 4 Often 5 Always

- | | | | | | |
|---|---|---|---|---|---|
| 1. Tells group members what they are supposed to do. | 1 | 2 | 3 | 4 | 5 |
| 2. Acts friendly with members of the group. | 1 | 2 | 3 | 4 | 5 |
| 3. Sets standards of performance for group members. | 1 | 2 | 3 | 4 | 5 |
| 4. Helps others in the group feel comfortable. | 1 | 2 | 3 | 4 | 5 |
| 5. Makes suggestions about how to solve problems. | 1 | 2 | 3 | 4 | 5 |
| 6. Responds favorably to suggestions made by others. | 1 | 2 | 3 | 4 | 5 |
| 7. Makes his or her perspective clear to others. | 1 | 2 | 3 | 4 | 5 |
| 8. Treats others fairly. | 1 | 2 | 3 | 4 | 5 |
| 9. Develops a plan of action for the group. | 1 | 2 | 3 | 4 | 5 |
| 10. Behaves in a predictable manner toward group members. | 1 | 2 | 3 | 4 | 5 |
| 11. Defines role responsibilities for each group member. | 1 | 2 | 3 | 4 | 5 |
| 12. Communicates actively with group members. | 1 | 2 | 3 | 4 | 5 |
| 13. Clarifies his or her own role within the group. | 1 | 2 | 3 | 4 | 5 |
| 14. Shows concern for the well-being of others. | 1 | 2 | 3 | 4 | 5 |
| 15. Provides a plan for how the work is to be done. | 1 | 2 | 3 | 4 | 5 |
| 16. Shows flexibility in making decisions. | 1 | 2 | 3 | 4 | 5 |
| 17. Provides criteria for what is expected of the group. | 1 | 2 | 3 | 4 | 5 |
| 18. Discloses thoughts and feelings to group members. | 1 | 2 | 3 | 4 | 5 |
| 19. Encourages group members to do high-quality work. | 1 | 2 | 3 | 4 | 5 |
| 20. Helps group members get along with each other. | 1 | 2 | 3 | 4 | 5 |

Scoring

The questionnaire is designed to measure Task Oriented and People Oriented Leadership Styles.

Score the questionnaire by doing the following:

1. First, sum the responses on the odd-numbered items. This is your task score.
2. Second, sum the responses on the even-numbered items. This is your people score.
3. Total scores: Task Score _____ People Score _____

Leadership Styles: Task Oriented vs People Oriented

Scoring Interpretation

45-50: Very high range

40-44: High range

35-39: Moderately high range

30-34: Moderately low range

25-29: Low range

10-24: Very low range

Your **Task Score** refers to the degree to which you help others by defining their roles and letting them know what is expected of them. This factor describes your tendencies to be task directed toward others when you are in a leadership position.

Your **People Score** is a measure of the degree to which you try to make subordinates feel comfortable with themselves, each other, and the group itself. It represents a measure of how people oriented you are.

The results on the style questionnaire give you data about your task orientation and people orientation.

- What do your scores suggest about your leadership style?
- Are you more likely to lead with an emphasis on task or with an emphasis on people?

As you interpret your responses to the style questionnaire, ask yourself if there are ways you could change your style to shift the emphasis you give to tasks and relationships. To gain more information about your style, you may want to have four or five of your coworkers fill out the questionnaire based on their perceptions of you as a leader. This will give you additional data to compare and contrast to your own scores about yourself.