

## APPENDIX-C

## Tool No.3

## LEADERSHIP BEHAVIOUR DESCRIPTION QUESTIONNAIRE

(Adaptation of LBDQ by Halpin and Croft)

## INSTRUCTIONS

In this questionnaire there are thirty short descriptive statement of way in which leaders may behave. You will indicate the frequency with which the leader engages in each form of behaviour by checking one of the five adverbs.

- 1.Always
- 2.Often
- 3.Occasionally
- 4.Seldom
- 5.Never

and then encircling the number.

EXAMPLE: 1.He keeps to himself 1 2 3 (4) 5 here the response indicates that the leader keeps to himself 'seldom' which is number '4'.

1 2 3 4 5

- 1.He makes his attitude clear to staff.
- 2.He tries out his new ideas with the staff.
- 3.He rules with an iron rod.
- 4.He criticises the poor work.
- 5.He speaks in a manner not to be questioned.
- 6.He assigns staff members to a particular task.
- 7.He works without a plan.

1 2 3 4 5

8. He maintains definite standards of performance.
9. He emphasises the keeping of time targets.
10. He encourages the use of uniform procedures.
11. He makes sure that his part in organisation is under stood by all members.
12. He asks that staff members follow standard rule and regulation.
13. He lets staff members know what is expected of them.
14. He sees to it that staff members are working upto capacity.
15. He sees to it that the work of staff members is co-ordinate d.
16. He does personal favours for staff members.
17. He does little things to make it pleasant to be a member of the staff.
18. He is easy to understand.
19. He finds time to listen to staff members.
20. He keeps to him self.
21. He looks out for personal welfare of individual staff member.
22. He refuses to explain his actions.
23. He acts without consulting the staff.
24. He is slow to accept new ideas.
25. He treats all staff members at his equals.
26. He is willing to make changes.
27. He is friendly and approachable.
28. He makes staff members feel at ease when talking with them.
29. He puts suggestions made by the staff into actions.
30. He gets staff approval on important matters before going ahead.