



Skill 27: Celebrating Diversity / Cultural Awareness

Activity B: Cultural Leadership

Worksheet

Cultural Leadership

Read each statement below and decide if it is a *universally* true for all leaders or true only in specific *cultures*. Write the letter **U** next to the statements that you believe to be *universally* true and the letter **C** next the statements that you believe to be true to a specific *culture*.

Effective leaders:

1. ____ Shake hands firmly with every person they meet.
2. ____ Address people by their surname unless the person requests to be called by their first name.
3. ____ Advise everyone to turn off cell phones before beginning a meeting.
4. ____ Make direct eye contact and smile when making introductions.
5. ____ Greet the eldest person in the room first.
6. ____ Prefer face to face meetings over phones calls, emails, or letters.
7. ____ Casually touch the person they are having a conversation with.
8. ____ Build relationships in order to develop partnerships.
9. ____ Never write on a business card.
10. ____ Make others aware of their achievements and highest level of education.
11. ____ Are aware of hierarchy and who is in charge.
12. ____ Are permitted to be 10-30 minutes late for a meeting.
13. ____ Stand very close to a person during a one on one conversation.
14. ____ Do not introduce themselves to an unfamiliar group, but rather wait to be introduced.
15. ____ Place the business cards on the table in front of them in the order people are seated during a meeting.
16. ____ Establish a reputation of being trustworthy.
17. ____ Know the people they are leading.

Kwintessential: Language and Cross Cultural Specialists Cross Cultural Etiquette Awareness
<http://www.kwintessential.co.uk/cultural-services/articles/crosscultural-awareness.html>