**Higher Administration**

**Homework Solutions**

**Administrative Services – Outcome 1 – Set 3**

**2006 Q1c - 4 marks**

Compare the day-to-day duties and responsibilities of a senior administrative assistant with those of a junior administrative assistant.

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**2007 Q2a - 4 marks**

“Successful teams need effective leaders.”  
Outline 4 qualities of an effective leader

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**2009 Q1d - 4 marks**

Identify 2 time stealers and for each suggest how these can be avoided.

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**2013 Q3a - 4 marks**

Outline 4 ways a team leader may monitor the progress of a project.

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**2013 Q4a - 4 marks**

Outline 4 features of effective targets.

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