



## MEASI INSTITUTE OF MANAGEMENT CHENNAI-14

Approved by All India Council of Technical Education and  
Affiliated to the University of Madras, ISO 9001:2015 Certified Institute

### MANAGERIALSKILLS – ADVANCED LEVEL (PSSEC) – SOFT SKILLS - III QUESTION BANK

#### UNIT-I

- Define stress. Explain the causes of stress.
- How to you cope with stress?
- What are stressors? Explain the factors influencing stressors?
- What are the effects of stress on an individual's performance?
- What are the symptoms of stress?
- Explain the stress factors faced by students.
- What is stage fear? What are the causes of stage fear? How do you overcome stage fear?

#### UNIT-II

- Discuss the managerial goals when conflict arises.
- Explain the causes for anger and how can you control them?
- Explain the steps in conflict management.
- Discuss in details sources of conflict.
- Enumerate the degree of conflict development.
- Discuss the importance of body language in communication.
- What are the components of non-verbal behaviour? Explain

#### UNIT-III

- Define team and enumerate the characteristics of team building.
- Explain how a good team can be created?
- Do you think teamwork is required? Substantiate your statement.
- Explain the value of a good team work.
- Define Emotional Intelligence. Explain its dimensions.
- Why should we care about emotions in work place?
- What is self development? What skills should be possessed to improve self development?

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- What is negotiation? Explain the procedures for preparing for negotiation.
- Explain different styles of negotiation.

### UNIT-IV

- Define Time Management. Explain strategies adopted for efficient time management.
- What are the various time wasting factors? Explain
- Explain the benefits of effective time management.
- Discuss the steps involved in effective time management.
- Enumerate the importance of time management.
- How do you set time management on daily basis?
- Suggest measures for effectively utilizing your time management.

### UNIT-V

- Define Change Management? What are the causes of changes?
- Discuss some of the syndromes of changes.
- How does organizational change affect people?
- Discuss the sources of resistance to organizational change.
- How do you manage planned change? Explain.
- Define Groups. Explain types of groups.
- Why do people join group?
- Explain group decision-making process.
- Define entrepreneur? What makes someone an entrepreneur?
- What is ethics? Explain the benefits of ethical behaviour.
- Explain in detail codes of tolerance and respects for each other.