

S-1008

Total Pages : 3

Roll No.

DVEOM-201

Leadership Skills and Personality Development

D.Voc. (Soft Skill & E-Office Management)

2nd Semester, Examination, 2022 (Dec.)

Time : 2 Hours]

Max. Marks : 100

Note : This paper is of Hundred (100) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

SECTION–A

(Long Answer Type Questions)

Note : Section 'A' contains Five (05) long answer type questions of Twenty six (26) marks each. Learners are required to answer any Two (02) questions only.

(2×26=52)

1. (a) Why work ethics are required? List the benefits of ethics in the workplace. [13]

- (b) What are the different types of conflicts? List the essential skills required to resolve a conflict. [13]
2. (a) How leadership is differ from managerial activities? Briefly define the qualities of a leader. [13]
- (b) What do you mean by stress? How to manage stress in work environment? [13]
3. (a) Shortly define SWOT analysis? Where it is used? Explain. [13]
- (b) What do you mean by Vocational education? Define in your words. [13]
4. What do you mean by self-actualization? Explain the differences in ideas between Abraham Maslow and Kurt Goldstein's concept of self-actualization. [26]
5. Write a short note on any *four* from the following :
- (a) Self-management.
- (b) Leadership Theories.
- (c) Emotional Intelligence.
- (d) Importance of Team Building.
- (e) Healthy ways to manage conflict.
- (f) Compelling qualities of a Leader. [26]

SECTION-B

(Short Answer Type Questions)

Note : Section 'B' contains Eight (08) short answer type questions of Twelve (12) marks each. Learners are required to answer any Four (04) questions only.

(4×12=48)

1. What is conflict? Explain the concept of conflict resolution. [12]
2. Briefly explain the 'Big- Five' model of personality. [12]
3. Define the role of body language at the time of presentation. [12]
4. How to develop trust and integrity into human relations? Define in your words. [12]
5. List the challenges of skilling and entrepreneurship in India. [12]
6. Why life skills are key to success? Explain. [12]
7. List the characteristics of human relations. Also describe the factors affecting human relations. [12]
8. What do you mean by business ethics? How ethics are involved in our daily life? Explain. [12]

