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| Learner Name | Vaidehi Pramod Divekar | | | Reference ID/ Batch Code | | FIAT/MTW/24-25/200  R3 | |
| Course Title | PD-Personal Development Assignment | | | | | | |
| Assessor Name | Deepshika Dutta Mam | | | | | | |
| Assessment Area | **Part 1-Self Development**  **Part 2 –Effective Communication Skills** | | | | | | |
| Assignment Title | **Pass**  1:Investigate factors which contribute to personality Development  2: Understand Time & explore methods for its management & removing blocks  3: Investigate the development of leadership skills appropriate to specific situations..  4: Recognise Inter Personal Behaviour, its affects on relationships with others.  5: Examine Communication, its types & its importance on our effectiveness.  6: Understand the importance of projecting a positive Image. | | | | | | |
| Purpose/Aims | | * Analyse own personality type. * Critically examine a range of factors, which contribute to personality development. * What is time, its value, how can it be measured. * Identify ways to overcome blocks to effective time-management. (Realise the importance of TIME MANAGEMENT in everyday life and relate it to self development.) * Define leadership skills needed for a specific situation. * Propose methods to develop own leadership skills. * Identify a range of methods required for analysing effective interrelationships with others. * Evaluate the main steps required to develop an open self personality. * Analyse barriers and weaknesses to successful communication * Produce evidence of effective verbal, non verbal and written communication. * Explore how character building and morals will support career development. * Demonstrate public speaking skills. | | | | | |
| I confirm that the work submitted for this assignment is my own. | | | | | | | |
| Learner name  Reference id | | | Vaidehi Pramod Divekar  FIAT/MTW/24-25/200 | | Date  18/7/25 | | Batch code  R3 |

**Guidelines: Students to attempt the below questions for getting PASS/ MERIT/ DISTINCTION**

1. Write your responses in the space provided below the questions
2. Review your answers before submitting the Assignment
3. Also, each question indicates if it is PASS/ MERIT/ DISTINCTION

**TIMELINE**: You can take upto **One Week** to submit the Assignments

Ques1. Define Personality (PASS)

Ans.

Ques2. Define SWOT. How will you convert Weakness into Strength? (PASS)

Ans.

Ques 3. Which factor is important for development of one’s personality? Justify by giving Examples. (PASS)

Ans.

Ques 4. Define Perception, Emotional Intelligence and its impact in one’s Personal and Professional Life. (PASS)

Ans.

Ques5. Why do you think Time has to be managed? (PASS)

Ans.

Ques6. Talk about your daily Routine & make a DAILY HALF HOUR TIME LOG SHEET. (PASS)  
Ans.

Ques 7. What are the Time wasters and how to overcome them? (PASS)

Ans.

Ques8.During your class Activity how you manage your time, What Sort of Typical barriers you face and how you overcome them. (PASS)

Ans.

Ques9. Define Leadership.(PASS)

Ans.

Ques10.What are the 7 functions of Leadership? (PASS)

Ans.

Ques11.What are the qualities of Leadership? (PASS)

Ans.

Ques 12.Why is leadership important? State the 5 reasons which make leadership important. (PASS)

Ans.

Ques13.What do you understand by open Self Personality? (PASS)

Ans.

Ques 14.Explain the Four Self Johari’s window. (PASS)

Ans.

Ques15.Define the Term Transactional Analysis (PASS)

Ans.

Ques16.Define Four Life Stroke Position and its impact while

Working in Team.(PASS)

Ans.

Ques:1. Why is the open self personality important? How do you become an open self personality? (MERIT)

Ans.

Ques2: Name one external and internal motivational factor which motivates you towards achieving your goal. Justify your answer. (MERIT)

Ans:

Ques 3: List any 3 positive emotions and 3 negative emotions. How can you creatively use each to become more emotionally intelligent? (MERIT)

Ans:

Ques:-4 What are the applications and results of motivation? (MERIT)

Ans:

Ques: 5 List any three persons in your life who are most empathy oriented towards you. State what is it that they do for you that makes you like them. (MERIT)

Ans:

Ques:6 How will you improve your time-management? State 5 areas in which you commit to improve. (MERIT)

Ans:

Ques:7 What are the blocks to efficient time management? How will you overcome them?

(MERIT)

Ans:

Ques 8.Which leadership function do you think is most important and justify your choice. (MERIT)

Ans

Ques:9.What are the 10 steps of goal setting and achievement?(MERIT)

Ans

Ques10.What are the patterns of communication? Give example for each. (MERIT)

Ans

Ques:11. What are Ego states? Which Ego state do you operate most often? (MERIT)

Ans

Ques12.List any 4 areas where you would like to be more persistent? How will you do it?(MERIT)

Ans

Ques1.Does your "personality" need improvement? Why?(DISTINCTION)

Ans

Ques2.List 5 areas in which you hold negative attitudes. How can you change these to positive attitudes? (DISTINCTION)

Ans

Ques3.How can you motivate people? Give example. (DISTINCTION)

Ans.

Ques4.What are the applications of Emotional Intelligence? Give examples explaining this application? (DISTINCTION)

Ans

Ques5 What are the blocks to efficient time management? How will "YOU" overcome them? (DISTINCTION)

Ans.

Ques 6.What are the three factors essential for leadership to function effectively? (DISTINCTION)

Ans .

Ques7.What are the barriers you faced while improving your communication? What will you do to overcome them? (DISTINCTION)

Ans.

Ques8. Explain the ladder of inference with an example. (DISTINCTION)

Ans.

Ques 9.Which of the five team life-cycle stages occurs after storming? (DISTINCTION)

Ans.

Ques10.What Barriers did you face during your Project work? How can it be translated to your Desired Job? (DISTINCTION)

Ans.

Ques11.How your Inter personal skills will help you to achieve your goal?(DISTINCTION)

Ans.

Ques12.What sort of moral values you are lacking and how you can develop the same? (DISTINCTION)

Ans.