

# QUESTIONNAIRE: PERSONAL AND INTERPERSONAL SKILLS FOR NEGOTIATION



This is a psychometric test. Answer these questions to the best of your knowledge, choosing the first option that strikes your mind.

1. I can resolve challenges or problems without losing control of my emotions.

☐ always   ☐ often   ☐ sometimes   ☐ rarely   ☐ never

2. When I have an argument with someone, I can see things from the other person's point of view.

☐ always   ☐ often   ☐ sometimes   ☐ rarely   ☐ never

3. When someone is explaining his/her opinion to me, I do not interrupt them to interject my thoughts.

☐ always   ☐ often   ☐ sometimes   ☐ rarely   ☐ never

4. I do not use intimidation or force to get what I want.

☐ always   ☐ often   ☐ sometimes   ☐ rarely   ☐ never

5. When I need something, I state my desires in a clear, cohesive manner.

☐ always   ☐ often   ☐ sometimes   ☐ rarely   ☐ never



6. I use quick relaxation techniques to calm myself down when I'm in a tough situation.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

7. I understand what other people have to say. I do not misinterpret their intentions.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

8. I can control my impulses and I'm generally stable in my behaviour.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

9. I behave in a self-confident manner.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

10. I keep calm when I'm angry or frustrated.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

11. I feel comfortable saying a polite 'no' to people. I understand this is part of setting healthy boundaries.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

12. I give my full attention to someone who is talking to me.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

13. When talking to someone, I make eye-contact.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

14. I can function normally even when I'm under pressure .

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

15. When small things go wrong I can keep my cool and carry on.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

16. When talking to someone, I put myself in their shoes And try to understand what they're feeling.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

17. I tend to assume the best of people. I believe in the best and do my best.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

18. When I fail at something, I can pick myself up and move on. I do not let it devastate me or deteriorate my personal performance.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

19. I am created and can 'think outside the box' when I need to.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

20. I am I'm outgoing person and can strike a conversation very easily.

☐ always ☐ often ☐ sometimes ☐ rarely ☐ never

Q NO.	MARKS
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TOTAL	

Now, mark your scores in the box using the following scale:

**always** = 5 marks; **often** = 4 marks; **sometimes** = 3 marks; **rarely** = 2 marks; **never** = 1 mark



## INTERPRETATION OF SCORE:

**> 80 marks** – You have an open, well-rounded personality. You can easily develop negotiation skills

**60 – 79 marks** – You have a stable personality. You can learn to negotiate well.

**30 – 60 marks** – You need to improve your personal and interpersonal skills. You can learn to negotiate if you improve your personal and interpersonal skills.

**< 30 marks** – You need to improve a great deal on your personal and interpersonal skills. Negotiation may not come easily to you unless you improve on several areas of your personal and interpersonal skills.