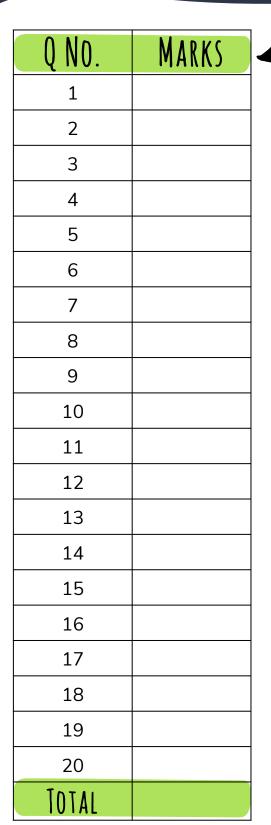
## QUESTIONNAIRE: PERSONAL AND INTERPERSONAL SKILLS FOR NEGOTIATION

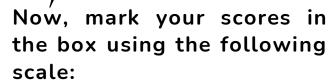
This is a psychometric test. Answer these questions to the best of your knowledge, choosing the first option that strikes your mind.

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1. I can resolve challenges or problems without losing control of my emotions.								
always	often	<ul><li>sometimes</li></ul>	rarely	never				
2. When I have an argument with someone, I can see things from the other person's point of view.								
always	often	<ul><li>sometimes</li></ul>	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.								
<ul><li>always</li></ul>	<ul><li>often</li></ul>	<ul><li>sometimes</li></ul>	rarely	never				

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6. l use qui tough situa		on techniques to	calm myself	down when I'm in a		
<ul><li>always</li></ul>	often	sometimes	rarely	never		
7. I underst		other people hav	re to say. I do	not misinterpret		
always	often	sometimes	rarely	never		
8. I can con	itrol my im	pulses and I'm g	enerally stab	ole in my behaviour.		
always	often	sometimes	rarely	never		
9. I behave	in a self-co	onfident manner.				
always	often	sometimes	rarely	never		
10. I keep o	calm when	I'm angry or frus	trated.			
always	<ul><li>often</li></ul>	sometimes	rarely	never		
		saying a polite 'r / boundaries.	no' to people	e. I understand this is		
always	<ul><li>often</li></ul>	sometimes	rarely	never		
12. I give n	ny full atter	ntion to someone	e who is talki	ing to me.		
<ul><li>always</li></ul>	<ul><li>often</li></ul>	sometimes	rarely	<ul><li>never</li></ul>		
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13. When talking to someone, I make eye-contact.							
always	often	sometimes	rarely	<ul><li>never</li></ul>			
14. I can function normally even when I'm under pressure .							
always	often	<ul><li>sometimes</li></ul>	rarely	never			
15. When small things go wrong I can keep my cool and carry on.							
always	<ul><li>often</li></ul>	<ul><li>sometimes</li></ul>	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	<ul><li>never</li></ul>			
17. I tend to assume the best of people. I believe in the best and do my best.							
<ul><li>always</li></ul>	often	<ul><li>sometimes</li></ul>	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	<ul><li>never</li></ul>			
19. I am created and can 'think outside the box' when I need to.							
always	often	<ul><li>sometimes</li></ul>	rarely	never			
20. I am I'm outgoing person and can strike a conversation very easily.							
always	often	<ul><li>sometimes</li></ul>	rarely	never			





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.</p>