

Enlist Any 4

1. Components of Emotional Quotient:

- Self-awareness
- Self-regulation
- Motivation
- Empathy

2. Principles of Institutional Management:

- Division of work
- Authority and responsibility
- Unity of command
- Centralization and decentralization

3. Factors Affecting Personal Development:

- Education and learning
- Social environment
- Personal values and beliefs
- Life experiences

4. Your Values: (This would be personal and vary from person to person)

- Integrity
- Respect
- Responsibility
- Compassion

5. Your Strengths: (This would be personal and vary from person to person)

- Problem-solving
- Communication skills
- Leadership
- Time management

6. Your Weaknesses: (This would be personal and vary from person to person)

- Procrastination
- Perfectionism
- Difficulty delegating tasks
- Public speaking anxiety

7. Impacts of Self-Awareness:

- Improved decision-making
- Better stress management

- Enhanced relationships
- Increased emotional intelligence

8. Impacts of Social Awareness:

- Better communication skills
- Improved empathy
- Enhanced teamwork
- Greater cultural competence

9. Factors Boosting Your Self-Confidence:

- Achieving goals
- Positive feedback
- Personal growth and development
- Healthy relationships

10. Properties of a Leader:

- Visionary thinking
- Integrity
- Effective communication
- Ability to inspire and motivate others

Define

1. **Human Relation:** The study and management of interpersonal relationships in the workplace.
2. **Personality:** The combination of characteristics or qualities that form an individual's distinctive character.
3. **Attitude:** A settled way of thinking or feeling about someone or something, typically reflected in behavior.
4. **Empathy:** The ability to understand and share the feelings of another.
5. **EQ (Emotional Quotient):** A measure of a person's emotional intelligence, their ability to perceive, control, and evaluate emotions.
6. **Teamwork:** The combined effort of a group of people working together to achieve a common goal.
7. **Motivation:** The reason or reasons one has for acting or behaving in a particular way.

How Personal Awareness Can Lead to Personal Management (Example)

Personal awareness allows individuals to recognize their strengths and weaknesses, which in turn helps them to manage their time, set realistic goals,

and make informed decisions. For example, someone aware of their tendency to procrastinate might create a detailed schedule to manage their tasks more effectively.

Who is the Father of:

1. **EQ (Emotional Quotient):** Daniel Goleman
2. **IQ (Intelligence Quotient):** Alfred Binet
3. **Management Principles:** Henri Fayol

Importance of Diversity at the Workplace

Diversity at the workplace fosters innovation, creativity, and a broader range of perspectives. It leads to better decision-making and problem-solving, enhances company reputation, and attracts a wider talent pool. Additionally, it helps in building a more inclusive and respectful workplace culture.

What is Self-Talk? What are the Standard Ways to Do It? Importance in Self-Awareness

Self-talk is the internal dialogue that takes place within our minds. It can be positive or negative and influences our emotions and behaviors. Standard ways to practice positive self-talk include affirmations, reframing negative thoughts, and visualizing success. Self-talk is crucial in self-awareness as it helps individuals recognize and manage their thoughts and emotions, leading to better mental health and personal growth.

Describe Any 2 Ways of Communication in One Line Each

1. **Verbal Communication:** The use of spoken words to convey a message.
2. **Non-Verbal Communication:** The use of body language, facial expressions, and gestures to communicate.

Draw a Graph of “A Team”

For this question, you would likely need to sketch a diagram showing the structure of a team, indicating roles, responsibilities, and the flow of communication within the team.

