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| *The assignment sheet is designed for 50 marks.*  Download the assignment sheet, save it on your computer/laptop, work on the tasks, and upload the document with answers on the LMS before 07.00 a.m. on 13 May 2020.  Late submissions are strictly not allowed under any circumstances. |

**CASE-STUDY (STRESS MANAGEMENT)**

**Read the case given below and work on the tasks given later.**

Prakash is on a probation that requires him to complete two minor and one major project on time. He has had a rough time and was not able to do the minor projects well. So, he needs to complete the major project on time with efficiency to be able to complete his probation successfully. Prakash is often tense regardless of project deadlines, but when he found out he would have two project presentations in front of the clients and his management on the same day, he had a meltdown. First, he was piqued that his schedule turned out this way, and he complained bitterly about it to anyone who would listen. Then he got into a huge argument with his colleague, who was not doing anything while Prakash was swamped.

The night before the presentations, Prakash stayed up all night. He skipped breakfast the next morning because he wanted to get to the conference hall early. The clients and the management started coming in as Prakash stood watching them. He felt absolute panic and went weak at the knees. He opened his presentation files, his vision was blurred, but he could not remember anything. He almost stood there petrified. Finally, he decided to pull his socks up, make the presentation, and get out of the room as fast as he could. He was so upset that he bungled up his final and important presentations. He spent the rest of the day in his room, wondering what he was going to do and how he was going to tell his girlfriend he messed up his project and the chance of growing in the company.

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| **TASK 1 Marks: 08 x 5 = 40** |

**Write your responses for the following questions. Each response must be written using 75-100 words with supporting examples. Remember that any response which is less than 75 words and more than 100 words WILL NOT be considered for grading. Also, copying of any sort is stritcly prohibited and will be dealt with seriously.**

1. Is there anything Prakash could have done to handle his situation better?

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| Yes, if he has any presentations meeting on tommorow and he has a lot of work to do.Then he was inundated with projects he could have set timer for modules stop there and think continue with flow. present in his project and also he can use instant templates for his presentation so that he can save some time. Then take rest atleast 5 hours and have breakfast. Now, he became very comfortble to give presentations infront of clients. At that time don’t be panic smile and greet everyone, be cool and open and make eye contact. |

1. If you were in Prakash’s place, how would have handled the tension between Prakash and his colleague?

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| In my opinion aruguing with someone leads to give some bad effects on both. Instead of arguing I explian my situation. If I am prakash , Then instead of arguing I could explain my situation to all of collegues and request them to help me in doing some works like presentation topics and explain precisely to my collegue with whom I am arguing. I will give some pre-requsites to my colleague so that he can complete quickly. With help of my collegues I definitely get a good result. |

1. What are some of the stress-management strategies that would have helped Prakash?

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| some of the stress-management strategies:   * Keep a positive attitude. * Accept that there are events that you cannot control. * [Exercise](https://www.webmd.com/fitness-exercise/default.htm) regularly. Your body can fight stress better when it is fit. * Eat healthy, well-balanced meals. * Learn to manage your time more effectively. * Make time for hobbies, interests, and relaxation. * Get enough rest and [sleep](https://www.webmd.com/sleep-disorders/default.htm). Your body needs time to recover from stressful events. * Seek out social support. Spend enough time with those you enjoy. |

1. Should Prakash talk to his manager about what happened on the presentation day? What would be the best way to do this?

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| First , he could explain his situation encountered during his work time.He could say like this:  ”As I had a lot of work to complete I explained and requested them to help me in topics like preparing presentation. Meanwhile , a huge argument is happened between me and my colleague regarding this work as a result, some time had been squandered. Even I didn’t sleep night before and going on doing this work and in the next morning I did not take my breakfast and come to the office, when I am seeing clients , I felt absolute panic and went weak at the knees. I opened presentation files, my vision was blurred, but I could not remember anything. So I did not give my presentations successfully”. |
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1. If you were Prakash’s manager, how would you handle the situation?

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| If I am Prakash’s manager , Since Prakash is a talented person I would excuse him this time and tell him not to repeat this again.In addition,I would give another opportunity to Prakash to prove his talent.Meanwhile, I will ask management to listen this presentation and tell to them as prakash is a skill-full person he got messed up with so many works so he is little tensed and didn’t gave his best output.Moreover,I will share some tips regarding to stress management. |  |

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| **TASK 2 Marks: 10 x 1 = 10** |

**Ashamed of himself, Prakash goes the manager to resign. Although Prakash’s stress wrecked the presentation, his manager knows that Prakash is skillful and is capable of completing the project, if given another chance. The manager, instead of accepting his resignation, tries to convince Prakash not to resign. Prakash, however, still reeling from the shock his poor peformance had given him, refuses to heed his manager’s advice.**

**Asume you are Prakash’s manager. Write an imaginary dialogue between Prakash and you. In the dialogue, you must make an attempt to:**

1. **convince Prakash to try one more time;**
2. **give him some suggestions to manage his stress; and**
3. **restore his confidence about himself.**

**Minimum number of exchanges: 10**

**Note that any dialogue below 10 exchanges WILL NOT be considered for grading. copying of any sort is stritcly prohibited and will be dealt with seriously.**

**Prakash: Good Morning sir . May I come in?**

**Manager: Good Morning Prakash , please come and take seat.**

**Prakash: I want to say sorry for what happened on presentation day sir and This is my resignation letter sir.**

**Manager: Prakash , what is this. I thought you were brave and can easily handle any situation. You are making my opinion is going to be wrong prakash.**

**Prakash : But I am feeling shy for that presenatation. I tried my level best sir but I am not able to manage all.**

**Manager: Ok , this type situation is common for every employee who are working in indurstry and If you need any requirements don’t hesistate to ask I will support you, try solve that problem. don’t work overnight.**

**Prakash : Yes sir , Thank you sir for your help. But even though I am feeling somewhat guilty sir.**

**Manager: First of all ignore the presentation day , be cool and think wisely.**

**Prakash : still I am getting some guilty.**

**Manager :do not feel guilty.This indursty gives a lot of chances to improve yourself.**

**Prakash:ok sir.**

**Manager : I want to do one favour for you.**

**Prakash : what is favour?**

**Manager :I will request our clients team to listen to this presentation.**

**Prakash : Thank you very much sir .**

**Manager : ok. You are welcome.**

**Prakash : I will prove myself now sir.**

**Manager: All the best Prakash.**

**Prakash: Thank you sir.**

**Manager:you are welcome.**