

K-1109

Total Page No. : 4]

[Roll No.

DVEOM-201

**D. Voc. (Soft Skill and E-Office
Management) IInd Semester
Examination Dec., 2023**

**LEADERSHIP SKILLS AND
PERSONALITY DEVELOPMENT**

Time : 2 Hours]

[Max. Marks : 100

Note :- This paper is of Hundred (100) marks divided into two (02) Sections 'A' and 'B'. Attempt the questions contained in these Sections according to the detailed instructions given there in. Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

Section-A

Long Answer Type Questions 2×26=52

Note :- Section 'A' contains Five (05) Long-answer type questions of Twenty Six (26) marks each. Learners are required to answer any two (02) questions only.

K-1109

(1)

P.T.O.

1. What do you understand by stress ? Discuss stress management techniques.
2. Comment on the given statement- “Good Habits are fundamental to becoming successful in life”. How can you break bad habits ? Explain briefly.
3. Why needs to study human-relations ? How human-relations affects and the ways to make them effective.
4. Explain various schemes of skill development by the govt of India. List the challenges of skilling and entrepreneurship in India.
5. Write a short note on any *four* from the following :
 - (i) National Council for Vocational Education and Training
 - (ii) National Skills Qualifications Framework
 - (iii) Importance of Workplace Ethips
 - (iv) List of Do’s and Don’t Do’s to build a team
 - (v) Essential skill to resolve a conflict, i.e. Open communication, Empathy, and Poise demeanor
 - (vi) Importance of Leadership skills.

Section–B

Short Answer Type Questions 4×12=48

Note :- Section ‘B’ contains Eight (08) Short-answer type questions of Twelve (12) marks each. Learners are required to answer any *four* (04) questions only.

1. What do you mean by personal growth ? Explain in brief the ways to create personal growth plan.
2. Write a brief note on “Visual aids assist the presentation”. Also, explain the relevancy of presentation tool in this modern era.
3. Define personality and its characteristics. List down the essential traits of personality.
4. List the organization(s), exempted under Right to Information Act.
5. What is the role of Emotional Intelligence in the work place ? Briefly explain.
6. Why Personality development is essential ? Shortly define the “Big Five” model of personality.

7. Explain the importance of ethics and values in organizational life.
8. State the importance of good human relation in connection to organizational culture.
