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| **SESSION** | **FEB-MARCH 2025** |
| **PROGRAM** | **MASTER OF BUSINESS ADMINISTRATION (MBA)** |
| **SEMESTER** | **II** |
| **COURSE CODE & NAME** | **DMBA 213 SELF-DEVELOPMENT AND PERSONAL GROWTH** |
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**Assignment Set – 1**

**Q1 Define Managerial Skills and explain their importance. What are the key types of managerial skills required at various levels of management? 2+5+3**

**Ans 1.**

**Definition of Managerial Skills**

Managerial skills are the abilities or competencies that an individual requires to perform managerial duties effectively. These skills enable a manager to plan, lead, organize, and control activities within an organization. They are essential for managing teams, coordinating with departments, and ensuring that the organization achieves its goals efficiently.

Managerial skills are not innate but can be learned and developed through education, training, and experience. They vary in type and application depending on the level of management and

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**Q2 What is assertive communication? Explain in detail the essential skills required for assertive communication. 2+8**

**Ans 2.**

**Definition of Assertive Communication**

Assertive communication is a style of communication in which individuals express their thoughts, feelings, and needs openly, honestly, and respectfully. It strikes a balance between passive communication (not expressing one’s needs) and aggressive communication (expressing needs disrespectfully).

An assertive communicator maintains self-confidence, sets boundaries, and advocates for themselves while considering the rights and opinions of others. This form of communication

**Q3 What is the meaning of resiliency? Bring out the components of resiliency. Explain the key aspects of resiliency development. 1+3+6**

**Ans 3.**

**Meaning of Resiliency**

Resiliency refers to the ability of an individual to recover quickly from adversity, setbacks, stress, or traumatic experiences. It is the psychological strength that enables a person to bounce back from difficult situations and continue functioning effectively. Resiliency is not about avoiding hardship but rather about responding to it with strength, adaptability, and a positive outlook.

Resilient individuals do not let failures define them; instead, they use challenges as

**Assignment Set – 2**

**Q4 Define a conflict. Bring out the four primary sources of conflict. Explain five conflict management approaches. 1+4+5**

**Ans 4.**

**Definition of Conflict**

Conflict is a situation where two or more individuals or groups perceive a difference in opinions, goals, interests, or values that may lead to disagreement or opposition. Conflicts are a natural part of human interaction and can arise in both personal and professional settings. While conflict may sometimes be disruptive, it can also lead to innovation, better decision-making, and improved relationships if managed effectively.

**Four Primary Sources of Conflict**

Conflicts typically emerge from certain core issues or differences. The four main sources are:

**Q5 Explain the different types of speeches along with an example. 5+5**

**Ans 5.**

**Introduction to Types of Speeches**

A speech is a formal or informal verbal communication delivered to an audience with a specific purpose such as to inform, persuade, entertain, or inspire. The type of speech depends on the objective, audience, and context. Understanding the different types helps speakers structure their content effectively and engage their listeners better.

**Types of Speeches**

**1. Informative Speech**

An informative speech aims to educate the audience about a specific topic. It focuses on facts,

**Q6 What is negotiation? Bring out the key elements of good negotiation and explain the negotiation process. 1+5+4**

**Ans 6.**

**Meaning of Negotiation**

Negotiation is a structured discussion between two or more parties aimed at reaching an agreement that satisfies the interests of all involved. It involves mutual communication, compromise, and decision-making. Negotiation plays a crucial role in resolving conflicts, making deals, and building long-term relationships in both personal and professional settings.

**Key Elements of Good Negotiation**

**1. Preparation and Planning**

A successful negotiation begins with thorough preparation. This includes understanding the