

## What do you mean by managerial skills?

1. Managerial skills are abilities that help people in leadership roles effectively handle their responsibilities.
2. These skills can be grouped into three categories: technical skills, human skills, and conceptual skills.
3. Technical skills involve specific knowledge and expertise in a particular field or industry.
4. Human skills, also known as soft skills, involve how well a manager interacts with and works with others. It includes communication, leadership, and teamwork.
5. Conceptual skills involve the ability to think strategically, make decisions, and understand how different parts of the organization fit together.
6. Good managers have a balance of these skills, depending on their role and the needs of their team or organization.
7. Technical skills are important for understanding and performing the tasks associated with the job.
8. Human skills are crucial for building positive relationships, motivating employees, and creating a good work environment.
9. Conceptual skills help managers see the bigger picture, set goals, and make informed decisions.
10. Developing and improving these skills can help managers be more successful in leading teams and achieving organizational goals.

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2. Discuss the importance of personal skills for an effective manager and how these can be enhanced for attaining organizational goals.
3. "A skilled manager increases the effectiveness of organization." Discuss the

statement.

4. What are the essential managerial skills for an effective manager? How these skills help the organization to attain its business goals?
5. Write a detail note on role of emotional intelligence enhancing managerial skills.
6. Write a short note on attitude towards change.
7. Discuss the applications of different types of skills.
8. How creativity contributes to effectiveness of managers?
9. What do you understand by the term Innovation? Discuss the nature and sources
10. Describe the steps of analytical problem solving.
11. Write a short note on skills of Analytical Problem Solving.
12. Discuss the advantages and limitations of analytical problem solving.
13. Write a short note on Impediments of Creativity.
14. Discuss the multiple approaches to creativity.
15. What are the different conceptual blocks?
16. What are the skills required for building relationships for developing positive interpersonal communication?
17. "Effective communication leads to organizational success." Comment on the above statement highlighting the role of interpersonal communication.
18. Discuss the significance of supportive communication.
19. Write a short note on Coaching v/s Counselling.
20. Write a note on Defensiveness and Disconfirmation
21. Explain the process of personal interview management
22. Write a brief note on "Team Building". Support your answer with suitable example.
23. Write a detailed note on developing teams and team work.
24. Write a short note on Leading Team.
25. What do you mean by empowerment?