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HIGHLIGHTED HANDOUT

MGMT622

Management Skills

MGMT622 by VU Learning HUB

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Q1. Setting priorities and goals helps manage:

- a. Conflict
- b. Social intelligence
- c. Time
- d. Empowerment

Q2. Mintzberg managerial roles include:

- a. Technical, human, conceptual
- b. Interpersonal, decisional, informational
- c. Conceptual, market, hierarchy
- d. Clan, adhocracy, hierarchy

Q3. For public victory one has to:

- a. Achieve private victory
- b. Master leadership skills
- c. Manage human resource
- d. Win hearts of crowd

Q4. To persuade others, one must possess:

- a. Technical competence
- b. Knowledge competence
- c. Social competence
- d. Mechanical competence

Q5. Middle-level managers mostly require:

- a. Conceptual skills
- b. Interpersonal skills
- c. Technical skills
- d. All of these

Q6. Networking and social behavior in an organization reflects:

- a. Culture
- b. Standards
- c. Norms
- d. Custom

Q7. Efficient work procedures are result of:

- a. Centralized work procedures

- b. Technological breakthroughs
- c. Educated labor markets
- d. Weak information systems

Q8. Clan skills mainly support:

- a. Market competition
- b. Centralized management
- c. Team development
- d. Risk taking

Q9. Organizations operate as _____ systems.

- a. Closed
- b. Someway
- c. Two way
- d. Open

Q10. Five S's of presentation include:

- a. Strategy, Structure, Support, Style, Supplement
- b. Scheme, Support, Structure, Supplement, Smart
- c. Strategy, Structure, Sound, Style, Supplement
- d. Scheme, Structure, Style, Sound, Smart