**BHARATI VIDYAPEETH’S**

**INSTITUTE OF COMPUTER APPLICATIONS & MANAGEMENT (BVICAM)**

(Affiliated to Guru Gobind Singh Indraprastha University, Approved by AICTE, New Delhi) A-4, Paschim Vihar, Rohtak Road, New Delhi-110063, Visit us at: <http://www.bvicam.in/>

Course Code: BA(JMC) 107 Course Name: Personality Development

**ASSIGNMENT**

 (Based on Unit-3 & Unit-4)

Q1. Write short notes on: (5 x 3 = 15)

1. Explain the importance of Time Management and how to manage it with

a help of an example.

1. Classify the different styles of Leadership in an organisation.
2. Explain the role of Media in personality development.
3. Describe how Mind Mapping is a technique of problem solving.
4. Identify the skills required in Art of Negotiation.

 (3 x 5 = 15)

Q2. Define Non-Violent Conflict Resolution and evaluate the steps to resolve conflict within an organisation.

Q3. Highlight the various causes of stress in your life and explain how you manage it.

Q4. Differentiate the various types of attitudes and express the ways to deal with it.