Appendix-III.

Managerial Skills Questionnaire
   (Self-Assessment)

Here are given some statements of managerial skills which each manager is expected to possess. Kindly read the statement thoroughly and introspect patiently to check up to what extent on a five point scale you lie. For example, "I can control my behaviour even in tense situation." If you feel that you can have complete self control mark 5th point. On the other hand, if you have little control then mark on 1st or 2nd point as you feel. Third point is the mid point. Give a rational thought and be realistic in your responses. Although self-assessment is a cumbersome deal, still we hope your cooperation.

1. I am able to grasp the structure of the organisation quickly and to use it effectively.
   Slow & less effective 1 2 3 4 5 very quick & effective.

2. I am able to give clear-cut instructions.
   Vague 1 2 3 4 5 clear

3. I keep all parties, who are concerned with a decision, fully informed on progress and final actions taken not fully informed & no final action taken 1 2 3 4 5 final action taken

4. I am able to change my own conclusions when they prove to be wrong, not able to change able to 1 2 3 4 5 change

5. I go about decision making by developing a range of alternatives before coming to a final verdict. Less successful 1 2 3 4 5 successful
(6) I am able to grasp instructions and to act appropriately in terms of them low grasped and ___ grasped & acted 1 2 3 4 5 acted

(7) I am capable of making fast decisions under time and other pressure incapable ___ capable

(8) I am able to delegate effectively. Less effective ___ effective delegation 1 2 3 4 5

(9) I am able to see appropriate relations among a variety of items unable to see ___ able to see 1 2 3 4 5

(10) I am able to resist shaping an opinion before all the facts are in. Unable to resist ___ able to resist 1 2 3 4 5

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