APPENDICES
APPENDIX - A

Bem Sex Role Inventory

Indicate by ticking (write mark) on the appropriate number by choosing the number on a scale of 1-7 how well each of the following characteristics describes you.

(1) Never or almost never true          (2) Usually not true
(3) Sometimes but infrequently true    (4) Occasionally true
(5) Often true                         (6) Usually true
(7) Always or almost always true

1. Ambitious
2. Affectionate
3. Self reliant
4. Gentle
5. Independent
6. Understanding
7. Assertive
8. Sensitive to the needs of others
9. Defends own beliefs
10. Yielding
11. Aggressive
12. Loves children
13. Forceful
14. Shy
15. Strong personality
16. Loyal
17. Analytical
18. Sympathetic
19. Has leadership abilities
20. Compassionate
21. Willing to take risks.
22. Flatterable
23. Makes decisions easily
24. Soft spoken
25. Self sufficient
26. Tender
27. Dominant
28. Child like
29. Willing to take a stand
30. Does not use harsh language
APPENDIX - B

Communication Style Inventory

Instructions

Read each the statement below carefully. Then decide how much each statement applied to the way you operate on the job. Indicate by ticking (write mark) on the appropriate number.

1. If I were at a meeting and totally ignorant on the subject being discussed (and everyone else seemed to understand the subject), I would confess my ignorance at the first opportunity.

   | Description            | Number |
---|------------------------|--------|
Not like me at all | 1 |
Somewhat like me | 2 |
Undecided | 3 |
Quiet like me | 4 |
Exactly like me | 5 |

2. If one of my best employees was late and it was affecting his/her job performance, I would tell him/her how I felt about it.

3. If my boss gave me a direct order to do something that I felt was unnecessary, I would ask why he/she wanted it done.

4. If I were giving an employee a poor performance review and he/she said, "well you are not such a terrible manager either!" I would ask him/her to say more.
5. If I disliked several things about a person with whom I worked, I would tell him/her about my feelings.

6. If one of my employees appeared to be avoiding me for some reasons, I would ask him/her what is wrong.

7. If I were conducting a performance review with a good employee and there were a couple of negative points I could mention, I would tell him/her even though he/she might become upset.

8. If I heard from a good source that I had been passed up for promotion, I would ask my boss about it.

9. If I were giving an employee an assignment, which I suspected he/she did not like, but the employee said nothing, I would ask the employee how he/she felt about the assignment.

10. If one of my employees took several days off (personal time allowed by company policy), I would ask him/her what the problem was.

11. And the colleague asked me for my opinion about it, I would be frank in telling him/her what I thought.

12. If I had to make a decision about something that would affect the people in my department, I would get as much input as possible from them before I made the decision.

13. If I were giving an employee a last-minute rush assignment and he/she asked why it had to be done that way, I would explain what I knew about the assignment.

14. If I were working on a project with a tight deadline and a friend from another department dropped into chat, I would tell him/her that I was busy and could not talk.
15. If one of my employees let me know that he/she was interested in a job which had opened up in another department (for which I felt he/she was not qualified), I would say that I could not recommend him/her for the job and explain why.

16. If a co-worker openly disagreed with me in a meeting, I would encourage him/her tell me more details.

17. If meetings held by my boss often wasted a great deal of time, I would tell him/her I felt about them.

18. If my boss made some changes in a report I had written, I would ask him/her why the changes had been made.

19. If I had a heated argument with someone in my department and I suspected he/she still felt bad about it, I would ask him/her about it.

20. If I were having personal problems which seemed to be on my mind at work, I would seek out someone to talk about them.
APPENDIX - C

FULLY EFFECTIVE EXECUTIVE SELF TEST

Instruction

Encircle the number on the line that most closely approximates how much you agree or disagree each statement.

(5) Strongly agree
(4) Agree
(3) Undecided
(2) Disagree
(1) Strongly disagree

1. I am currently enjoying a very high level of satisfaction in both my personal and professional life.

2. I know exactly what my primary personal goals are

3. I know exactly what my primary professional goals are.

4. My work life and professional life do not interfere significantly with each other.

5. The primary source of my identity does not come from my job, my job title, or from my role in the family. I have deeper sense of identity.

6. I tend to make most decisions easily.

7. I take self-responsibility, never blaming others for my thoughts, feelings or behavior

8. I am more of a realist than an idealist.
9. I currently have an important project underway, that is very much under my own control and subject to significant outside interference. This project is very exciting and dear to me.

10. I can readily change those things that I have the power to change, whenever I choose to.

11. I can easily accept difficult situations and conditions over which I have little or no control.

12. I am certain that I know the difference between that which I can change and that which I cannot change.

13. I am currently involved in a program, formally or informally, to take good physical care of myself including diet exercise.

14. I never spite myself in order to get even.

15. I do not get unduly angry or worried.

16. I have a clear understanding of how the quality of my listening influences others. I am particularly adapt at listening to another persons feelings, when appropriate.

17. I think of myself as a loner even though I enjoy social activity.

18. I see myself as a risk taker.

19. Although I work hard at times I am not a workaholic.

20. I am not overly concerned with others approval of me.

21. I am determined to have the most satisfying personal and professional lives ever had by any human being that ever walked on the face of this planet, and I am succeeding in this ambition.

22. I know the difference between realistic and reasonable expectations and know how to balance these two in order to be most effective.
23. I deeply respect each and every person's right to take full responsibility for himself or herself.

24. I know what I have to do in order to manage my boss (es).

25. I have no unreasonable fears.

26. I generally tend to be a stress seeker rather than a stress avoider. Stress does not bother me as much as it seems to bother most persons.
APPENDIX-D

BIOSOCIAL PROFILE

1. Sex
   1. Male  2. Female

2. Educational Qualification
   1. Degree
   2. Post graduation
   3. Professional Qualification (non management)
   3. Professional Qualification (Management)

3. Age
   1. 21-30  2. 31-40  3. 41-50  4. 51-60

4. Years of service
   1. 1-10  2. 11-20  3. 21-30  4. 31 and above

5. Salary (in Rs)
   1. 10000-15000  2. 15001-20000
   3. 20001-25000  4. 25001 and above

6. Marital status
   1. Unmarried  2. Married

7. If married, no of children
   1. 0  2. 1  3. 2 and above
8. Dual career family
   1. Yes  2. No

9. Family Background
   1. Rural  2. Urban

10. Fathers education
    1. Below SSLC  2. SSLC  3. Degree
    4. Professional Qualification

11. Mothers Education
    1. Below SSLC  2. SSLC  3. Degree
    4. Professional Qualification

12. Fathers Occupation
    1. Self employed  2. Non executive job
    3. Professional  4. Management professional

13. Mothers occupation
    1. Housewife  2. Non executive job
    3. Professional  4. Management professional