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Dear Sir/Madam

I am pursuing Doctoral research work under the topic of “EMOTIONAL INTELLIGENCE AMONG THE EXECUTIVES IN NEYVELI LIGNITE CORPORATION LIMITED - NEYVELI. I am approaching you to elicit your opinion towards the statement given in the questionnaire. Your opinion will be useful to find out the level of Emotional Intelligence. I assure you that the information given by you will be kept confidential and used only for the research purpose. Please feel free to answer to all the above questions. I solicit your sincere and fullest co-operation.

Thanking You

(T. VEZHAVAN)
**EMOTIONAL INTELLIGENCE AMONG THE EXECUTIVES IN NEYVELI LIGNITE CORPORATION LIMITED - NEYVELI**

**QUESTIONNAIRE**

**SECTION – A**

<table>
<thead>
<tr>
<th>Personal Information</th>
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<tbody>
<tr>
<td><strong>1. Age (in years) :</strong></td>
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<td><strong>2. Sex :</strong></td>
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<td><strong>3. No. of Dependents :</strong></td>
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<td><strong>4. Order of your Birth :</strong></td>
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<td><strong>5. Family Type :</strong></td>
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<td><strong>6. Is your spouse employed? :</strong></td>
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<td><strong>7. Educational Qualification :</strong></td>
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<td><strong>8. Designation :</strong></td>
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<td><strong>9. Division of Work :</strong></td>
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<td>10. Monthly Income</td>
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<td>10. Experience in present</td>
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<tr>
<td>organization</td>
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<td>13. Length of service in</td>
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<td>present department</td>
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</table>
STATEMENT – EMOTIONAL INTELLIGENCE

Read each statement and decide which one of the following five possible responses that best describes you. For each statement, please rate yourself on the following scale.


<table>
<thead>
<tr>
<th>S. No</th>
<th>Statement</th>
<th>Underdeveloped</th>
<th>Needs Improvement</th>
<th>Adequate</th>
<th>Good</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>1</td>
<td>I always know which emotions I am feeling and why at the time of performance.</td>
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<td>2</td>
<td>I realize the links between my feelings and what I think, do and say</td>
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<td>3</td>
<td>I recognize how my feelings affect my performance</td>
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<td>4</td>
<td>I have a guiding awareness of my values and goals</td>
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<td>5</td>
<td>I am aware of my strength and weaknesses</td>
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<td>6</td>
<td>I am reflective and try to learn from experience</td>
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<td>7</td>
<td>I am open to candid feedback, new perspective, continuous learning, and self-development.</td>
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<td>8</td>
<td>I am able to show a sense of humor and perspective about myself</td>
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<td>9</td>
<td>I present myself with self-assurance; I have “presence”</td>
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<td>10</td>
<td>I can voice views that are unpopular and go out on a limb for what is right</td>
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<td>11</td>
<td>I am decisive and able to make sound decisions despite uncertainties and pressures</td>
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<td>12</td>
<td>I managing my impulses feelings and distressing emotions well</td>
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<td>13</td>
<td>I stay composed, positive, and unflappable even in trying moments</td>
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<td>14</td>
<td>I think clearly and stay focused under pressure</td>
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<td>15</td>
<td>I constantly act ethically and am considered to be above reproach</td>
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<td>16</td>
<td>I built trust by being reliable and authentic</td>
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<td>17</td>
<td>I admit my own mistakes and confront unethical actions in others</td>
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<td>18</td>
<td>I take tough, principled stands even if they are unpopular</td>
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<td>19</td>
<td>I meet commitments and keep promises</td>
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<td>20</td>
<td>I hold myself accountable for meeting my objectives</td>
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<td>21</td>
<td>I am organized a careful my work</td>
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<td>S. No</td>
<td>Statement</td>
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<td>22.</td>
<td>I smoothly handle multiple demands, shifting priorities, and rapid change</td>
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<td>23.</td>
<td>I adapt my responses and tactics to fit fluid circumstances</td>
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<td>24.</td>
<td>I am flexible in how I see events</td>
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<td>25.</td>
<td>I seek out fresh ideas from a wide variety of sources</td>
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<td>26.</td>
<td>I entertain original solutions to problems</td>
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<td>27.</td>
<td>I generate new ideas</td>
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<td>28.</td>
<td>I take fresh perspectives and risks in my thinking</td>
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<td>29.</td>
<td>I am result-oriented, with a high drive to meet objectives and standards</td>
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<td>30.</td>
<td>I set challenging goals and take calculated risks</td>
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<td>31.</td>
<td>I pursue information to reduce uncertainty and find ways to do better</td>
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<td>32.</td>
<td>I continuously learn in order to improve my performance</td>
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<td>33.</td>
<td>I am willing to make personal or group sacrifices to meet a larger organizational goal</td>
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<td>34.</td>
<td>The larger mission gives me a sense of purpose</td>
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<td>35.</td>
<td>I use the group’s core values in making decisions and clarifying choices</td>
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<td>36.</td>
<td>I actively seek out opportunities to fulfill the group’s mission</td>
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<td>37.</td>
<td>I am always ready to seize opportunities</td>
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<td>38.</td>
<td>I pursue goals beyond what’s required or expected of me</td>
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<td>39.</td>
<td>I cut through red tape and bend the rules when necessary to get the job done</td>
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<td>40.</td>
<td>I mobilize others through unusual, enterprising efforts</td>
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<td>41.</td>
<td>I am persistence in seeking goals despite obstacles and setbacks</td>
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<td>42.</td>
<td>I operate from hope of success rather than fear of failure</td>
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<td>43.</td>
<td>I see setbacks as due to manageable circumstance rather than a personal flaw</td>
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<td>44.</td>
<td>I am attentive to emotional cues and am a good listener</td>
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<td>45.</td>
<td>I show sensitivity and understand others’ perspectives</td>
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<td>S. No</td>
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<td>46.</td>
<td>I help out based on understanding other people’s needs and feelings</td>
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<td>47.</td>
<td>I understand customer’s needs and match them to services or products</td>
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<td>48.</td>
<td>I seek ways to increase customer’s satisfaction and loyalty</td>
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<td>49.</td>
<td>I gladly offer appropriate assistance.</td>
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<td>50.</td>
<td>I grasp customer’s perspective, acting as a trusted advisor</td>
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<td>51.</td>
<td>I acknowledge and reward people’s strengths, accomplishments, and developments</td>
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<td>52.</td>
<td>I offer useful feedback and identify people’s needs for development</td>
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<td>53.</td>
<td>I mentor, give timely coaching, and offer assignments that challenges and grow a person’s skill</td>
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<td>54.</td>
<td>I respect and relate well to people from varied backgrounds</td>
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<td>55.</td>
<td>I try to understand diverse worldviews and be sensitive to group differences</td>
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<td>56.</td>
<td>I see diversity as opportunity, creating an environment where diverse people can thrive</td>
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<td>57.</td>
<td>I consistently challenge bias and intolerance</td>
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<tr>
<td>58.</td>
<td>I am skilled at the art of persuasion</td>
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<td>59.</td>
<td>I make sure I fine-tune presentations to appeal to the listener</td>
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<td>60.</td>
<td>I am able to use complex strategies like indirect influence to build consensus and support</td>
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<td>61.</td>
<td>I can orchestrate dramatic events to effectively make a point</td>
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<td>62.</td>
<td>I am good at give-and-take, and am able to attune my message according to the emotional cues I pick up</td>
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<td>63.</td>
<td>I deal with difficult issues straightforwardly</td>
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<td>64.</td>
<td>I listen well, seek mutual understanding, and fully welcome sharing of information</td>
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<td>65.</td>
<td>I foster open communication and stay receptive to bad news as well as good</td>
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<td>66.</td>
<td>I am articulate and able to arouse enthusiasm for a shared vision and mission</td>
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<tr>
<td>S. No</td>
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<td>67.</td>
<td>I step forward to lead as needed, regardless of position</td>
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<td>68.</td>
<td>I guide the performance of others while holding them accountable</td>
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<td>69.</td>
<td>I lead by example</td>
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<td>70.</td>
<td>I recognize the need for change and remove barriers to it</td>
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<td>71.</td>
<td>I acknowledge the need for change and challenges the status quo</td>
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<td>72.</td>
<td>I champion the change and enlist others in its pursuit</td>
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<td>73.</td>
<td>I model the change expected of others</td>
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<td>74.</td>
<td>I handle difficult people and tense situations with diplomacy and tact</td>
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<td>75.</td>
<td>I spot potential conflict, bring disagreements into the open, and help deescalate the conflict</td>
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<td>76.</td>
<td>I encourage debate and open discussion</td>
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<td>77.</td>
<td>I orchestrate win-win solution</td>
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<td>78.</td>
<td>I cultivate and maintain extensive informal networks</td>
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<td>79.</td>
<td>I seek out relationships that are mutually beneficial</td>
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<td>80.</td>
<td>I build rapport and keep others in the loop</td>
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<td>81.</td>
<td>I make and maintain personal friendships among work associates</td>
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<td>82.</td>
<td>I balance a focus on task with attention to relationships</td>
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<td>83.</td>
<td>I collaborate, sharing plans, information, and resources</td>
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<td>84.</td>
<td>I promote a friendly, cooperative climate</td>
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<td>85.</td>
<td>I spot and nurture opportunities for collaboration</td>
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## SECTION C
### STATEMENT ORGANISATIONAL COMMITMENT

Read each statement and decide which one of the following five possible responses that best describes you. For each statement, please rate yourself on the following scale.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Statement</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Moderate</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I am willing to put a great deal of effort beyond what is normally expected in order to help this organization be successful</td>
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<tr>
<td>2</td>
<td>I talk up this organization to my friends as a great organization to work for</td>
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<tr>
<td>3</td>
<td>I have very little attachment to this organization</td>
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<tr>
<td>4</td>
<td>I would accept any type of assignment to improve this organization.</td>
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<tr>
<td>5</td>
<td>I find that my values and the organizations values are very similar</td>
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<tr>
<td>6</td>
<td>I am proud to tell that I am a part of this organization</td>
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<td>7</td>
<td>I am ready to take any job in this organization</td>
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<tr>
<td>8</td>
<td>I am excited to go to my work as early as possible</td>
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<tr>
<td>9</td>
<td>This organization really inspires the very best in me in the way of job performance</td>
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<tr>
<td>10</td>
<td>I can do my best in the organization environment</td>
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<tr>
<td>11</td>
<td>My benefits package is best in the Industry</td>
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<tr>
<td>12</td>
<td>My most recent raise in package</td>
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<tr>
<td>13</td>
<td>The job is quite simple and repetitive</td>
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<tr>
<td>14</td>
<td>The job requires me to use a number of complex or high level skill</td>
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<td>15</td>
<td>This organization is providing me with job specific training</td>
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<tr>
<td>16</td>
<td>I have the opportunity to be involved in activities that promote my professional development</td>
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<tr>
<td>S.No</td>
<td>Statement</td>
<td>Strongly agree</td>
<td>Agree</td>
<td>Moderate</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
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<tr>
<td>17</td>
<td>I participate in incentive scheme</td>
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<tr>
<td>18</td>
<td>I believe that I am contributing for attaining corporate goals.</td>
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<tr>
<td>19</td>
<td>How often you relate with yours seniors</td>
<td></td>
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<tr>
<td>20</td>
<td>How often you relate with yours peer group</td>
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<tr>
<td>21</td>
<td>How often you relate with your subordinates</td>
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<tr>
<td>22</td>
<td>Often your take leave</td>
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<tr>
<td>23</td>
<td>The possibility of me leaving this organization is very less</td>
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<td>24</td>
<td>Often, I find it difficult to agree with this organizations policies on important matters relating to employees</td>
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<td>25</td>
<td>I really care about the future of this organization</td>
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<tr>
<td>26</td>
<td>I am extremely happy that I have chosen this organization to work</td>
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<td>27</td>
<td>There is no again for me in this organization</td>
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<td>28</td>
<td>I believe that the organization values and goals are attainable</td>
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<tr>
<td>29</td>
<td>Do you feel that there is clarity in duties and responsibilities</td>
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<tr>
<td>30</td>
<td>The organization is always doing justice to me</td>
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<tr>
<td>31</td>
<td>The organization is providing employee development activities</td>
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</tbody>
</table>