

--	--	--	--	--	--	--	--

**I Semester M.B.A. (Day) Degree Examination, June/July - 2023**

**MANAGEMENT**

**Employability Skill Development - I**

*(CBCS Scheme 2019 Onwards)*

**Paper : 1.7**

**Time : 3 Hours**

**Maximum Marks : 70**

**SECTION - A**

Answer any **FIVE** questions from the following each question carries **5** marks.  $(5 \times 5 = 25)$

1. Define employability skills. Explain different types of employability skills.
2. What are digital skills? Explain different types of digital skills?
3. Mention different types of interpersonal skills. Brief its importance.
4. What are communication skills? Write the different types of verbal and non-verbal communication.
5. Mention the essentials of effective resume writing.
6. What are the components of emotional intelligence?
7. What is career planning? Explain the short term and long-term career goals?

**SECTION - B**

Answer any **THREE** questions from the following each question carries **10** marks.

$(3 \times 10 = 30)$

8. What is time management? Explain the importance of time management with the aid of using appropriate time management apps.
9. What is business meeting? Give a brief note on:
  - a) Pre-Meeting document
  - b) Post-Meeting document
  - c) Preparation of agenda
  - d) Drafting resolution
  - e) Minutes of meeting
10. What is stress management? Mention the causes and remedial measures to overcome stress.
11. Draft a cover letter to Philips Pvt.Ltd, highlighting your skills for HR manager position.

[P.T.O.]



## SECTION - C

## 12. Compulsory Case Study:

(1×15=15)

David is a 35 year old who is a food service manager at a casual dining restaurant. He is responsible for supervising and managing all employees in the back of the house. Employees working in the back of the house range in age from 16 to 55 years old. In addition, the employees come from diverse cultural and ethnic backgrounds. For many, English is not their primary language.

Employees receive "on the job training" about food safety basics (for example, appropriate hygiene and hand washing, time/temperature and cleaning and sanitizing). But with high turnover of employees, training is often rushed and some new employees are put right into the job without training if it is a busy day.

One day David comes to work and is rather upset even before he steps into the restaurant. Things haven't been going well at home and he was lucky to search through some of the dirty laundry and find a relatively clean outfit to wear for work. He admits he needs a haircut and good hand scrubbing especially after working on his car last evening. When he walks into the kitchen he notices several cups of cream cakes out in the kitchen area. It appears these have been sitting at room temperature for quite some time.

David is frustrated and doesn't know what to do. He feels like he is beating his head against a brick wall when it comes to getting employees to practice food safety. David has taken many efforts to get employees to be safe in how they handle food. He has huge signs posted all over the kitchen with these words: KEEP HOT FOOD HOT AND COLD FOOD COLD and WASH YOUR HANDS ALWAYS and OFTEN. All employees are given a thermometer when they start so that they can check the food temperature hand sinks, soap and paper towels are available for employees so that they are encouraged to wash their hands frequently.

**Questions:**

- What are communication barriers David faces?
- What are the areas David should improve on him to be a role model for his staff?
- What are some ways David might use effective communication as a motivator for employees to follow safe food handling practices?
- How can David overcome the challenges he faces?