

# MANAGERIAL SKILL DEVELOPMENT



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**NAGARJUNA UNIVERSITY MANAGERIAL SKILL DEVELOPMENT**

## **Description**

**MANAGERIAL SKILL DEVELOPMENT SOLVED PAPERS AND GUESS**

**Product Details: NAGARJUNA UNIVERSITY MANAGERIAL SKILL DEVELOPMENT**

**Format:** BOOK

**Pub. Date:** NEW EDITION APPLICABLE FOR Current EXAM

**Publisher:** MEHTA SOLUTIONS

**Edition Description:** 2021-22

## **RATING OF BOOK: EXCELLENT**

### **ABOUT THE BOOK**

#### **FROM THE PUBLISHER**

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**MANAGERIAL SKILL DEVELOPMENT**

**Unit – I:** Communication? Nature, Need and Significance - Communication Process – Essential Elements.

**Unit – II:** Media of Communication? Verbal and Non-Verbal – Oral Communication ? Forms, Advantages and Disadvantages – Written Communication? Forms, Advantages and Disadvantages – Non-Verbal Communication? Forms and their Importance.

**Unit – III:** Channels of Communication? Formal and Informal – Communication Barriers? Overcoming barriers, Guidelines for Effective Communication.

**Unit – IV:** Listening? Importance, Barriers, Guidelines for Effective Listening – Presentation? Oral and Written, Essential requirements, Basic Skills of Communicating Managers.

**Unit – V:** Reporting Writing? Procedure and Guidelines – Commercial Letters? Essential elements – Negotiation? Essential elements for Effectiveness.