

ASSESSMENT # 4**Total Marks: 30****Answer the following questions:****Q: 1:** Short Questions. (15)

- I. Outline various tips for effective writing.
- II. What is 360 Degree Feedback?
- III. Why is evaluation necessary?
- IV. What is employee engagement?
- V. Describe some advantages of notifying employees of their status.

Q: 2: What is SPIRIT? How does it help in setting goals? (7)**Q: 3:** Describe some skills for successful employees' coaching and mentoring. (8)