

RANK YOU!

(Just an initial taste to know where you are at, we will take care of automating this whole process)

ANSWERS

Business Negotiation RANK

1. In a negotiation, what is the primary purpose of 'BATNA'?
 - a. **Correct Answer: C.** To identify the best alternative to a negotiated agreement.
2. Which of the following statements is true regarding 'win-win' negotiations?
 - a. **Correct Answer: C.** Both parties benefit or at least believe they have benefited.
3. When faced with an aggressive negotiator, what should be your primary approach?
 - a. **Correct Answer: C.** Stay calm and try to understand their underlying interests.
4. What is the main objective of 'active listening' in a negotiation?
 - a. **Correct Answer: C.** To genuinely understand and process what the other person is saying.
5. Which of these is NOT a quality of an effective negotiator?
 - a. **Correct Answer: B.** Inability to handle rejection.
6. In a negotiation, when is it appropriate to reveal your bottom line?
 - a. **Correct Answer: D.** It's generally not advisable to reveal your bottom line.

7. What is the role of 'anchors' in a negotiation?

- a. **Correct Answer: A.** They are the initial figures or terms set out to establish a starting point.

8. Which of the following is an example of a 'concession' in a negotiation?

- a. **Correct Answer: C.** Agreeing to a lower price in exchange for faster delivery.

9. What's the significance of 'building rapport' in negotiations?

- a. **Correct Answer: C.** To create a positive and trustful environment for the negotiation.

10. Which of the following best describes a 'zero-sum' negotiation?

- a. **Correct Answer: B.** A negotiation in which one party's gain is exactly balanced by the other party's loss.

Communication Skills RANK

1. Which of the following best describes the main purpose of communication?
 - a. **Correct Answer: B.** To relay or exchange information.
2. In a group setting, why is 'active listening' important?
 - a. **Correct Answer: C.** To genuinely understand and internalize what the other person is conveying.
3. What is 'non-verbal' communication?
 - a. **Correct Answer: C.** Using gestures, facial expressions, and body posture to convey messages.
4. Which of the following can act as a barrier to effective communication?
 - a. **Correct Answer: B.** Cultural differences.
5. Feedback is an essential part of communication. Which of the following is true regarding constructive feedback?
 - a. **Correct Answer: C.** It provides insights for improvement in a non-threatening manner.
6. What is the main objective of 'open-ended questions' in a conversation?
 - a. **Correct Answer: D.** To encourage a more in-depth response and discussion.
7. Which of the following best defines 'empathy' in communication?
 - a. **Correct Answer: B.** Feeling and understanding what another person is experiencing.
8. Which medium of communication would be best for conveying complex, detailed information to a remote team?
 - a. **Correct Answer: B.** A comprehensive written document or video presentation.
9. The 'tone' of a message refers to:



- a. **Correct Answer: C.** The underlying attitude or emotion behind the words being communicated.

10. In an argument or heated discussion, what should be your primary focus?

- a. **Correct Answer: C.** Understanding the other person's perspective and finding common ground.

Organizational Skills RANK

1. Which of the following tools is primarily used for time management?
 - a. **Correct Answer: B.** Digital calendar.
2. What is the main purpose of creating a 'To-Do' list?
 - a. **Correct Answer: B.** To prioritize tasks and manage time effectively.
3. When organizing a project, what is the significance of setting milestones?
 - a. **Correct Answer: B.** To break down a project into manageable tasks and track progress.
4. In the context of file management, what does the term 'hierarchical structure' refer to?
 - a. **Correct Answer: C.** Organizing files and folders within broader categories or directories.
5. Why is delegation an essential organizational skill for leaders?
 - a. **Correct Answer: C.** It facilitates distribution of tasks based on team strengths, ensuring timely and efficient completion.
6. Which of the following best defines 'prioritization' in organizational skills?
 - a. **Correct Answer: D.** Allocating resources and time to tasks based on their importance and deadlines.
7. If you frequently miss deadlines because of interruptions, what organizational tool or method might help?
 - a. **Correct Answer: B.** Setting specific 'focus blocks' or periods of uninterrupted work.
8. How can setting SMART goals aid in organization?
 - a. **Correct Answer: B.** It ensures goals are Specific, Measurable, Achievable, Relevant, and Time-bound.



9. Which of these is a potential drawback of poor organizational skills in a professional setting?

a. **Correct Answer: C.** Missed deadlines and opportunities.

10. How do regular reviews or 'check-ins' contribute to effective organization?

a. **Correct Answer: B.** They help assess progress, realign goals, and address any challenges or changes.

No turning back, [here is your RANK:](#)

0-2 correct answers: NOOB - it's ok, we are all noobs at something!

2-4 correct answers: SARGEANT - you've done this before, haven't you!

5-7 correct answers: MAGICIAN - oh yeah? You'll see I have some tricks up my sleeve !

8-10 correct answers: MASTER - you only know what you don't know, master.