

- ✓ 4. (a) ✓ Give **five** reasons that make it necessary for organizations to carry out the function of planning. (10 marks) 3
- (b) ✓ Outline **five** functions of the top level management in an organization. (10 marks) 4
2. (a) Highlight **five** benefits that an organization may derive from effective coordination of its activities. (10 marks) 10
- (b) Explain **five** criticisms that are labelled against the use of the scientific theory in modern management practice. (10 marks)
- ✓ 3. (a) ✓ Highlight **five** measures that the management of an organization should take to ensure that selection interviews achieve their intended purpose. (10 marks) 8
- (b) ✓ Explain **five** consequences of an ineffective control system in an organization. (10 marks) 3
4. (a) Outline **five** benefits that an organization may derive from sourcing for employees through the Internet. (10 marks) \*
- (b) Explain **five** factors that may influence the span of control in an organization. (10 marks)
- ✓ 5. (a) ✓ Explain **six** external factors that may positively influence an organizations's employee recruitment process. (12 marks) 4
- (b) ✓ Outline **four** characteristics that an autocratic leader may possess. (8 marks) 4
- ✓ 6. (a) ✓ Highlight **five** challenges that may be encountered by managers during an organization's plan implementation stage. (10 marks)
- (b) ✓ Outline **five** assumptions of Theory Y as was advanced by McGregor in the motivation of employees in an organization (10 marks) 7
7. (a) ✓ Outline **four** ways thorough which an organization can meet the safety needs of its employees in accordance with Abraham Maslow's theory of hierarchy of needs. (8 marks) 8
- (b) Explain **six** personal factors that are likely to influence the choice of leadership style adopted by a manager in an organization. (12 marks)

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