

Demonstrate Employability Skills Level 6
3 Hours
March/April 2023



THE KENYA NATIONAL EXAMINATIONS COUNCIL

WRITTEN ASSESSMENT

Time: 3 hours

INSTRUCTIONS TO CANDIDATE

*The paper consists of **TWO** sections **A** and **B**.*

*Answer **ALL** questions in sections **A** and **THREE** questions in section **B** in the answer booklet provided.*

Marks for each question are indicated in brackets.

Do not write on this question paper.

*Answer the questions in **English**.*

This paper consists of THREE (3) printed pages.

Candidate should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

SECTION A (40 MARKS)

Answer *all* questions in this section.

1. Time management is the key to success in daily activities. State **three** common time wasters during working hours at the workplace. (3 marks)
2. Differentiate between soft and hard Employability skills. (2marks)
3. Highlight **four** critical work habits one requires to be a successful employee. (4 marks)
4. A colleague at work has complained to you that she has stress. State **five** sources of stress in a workplace. (5 marks)
5. Identify **three** main initiatives that a company can take to respond to HIV/AIDS at workplace. (3 marks)
6. Work performance does not depend on an individual but on a team. List **four** advantages of teamwork at workplace. (4 marks)
7. Distinguish between coaching and mentoring. (2marks)
8. You have been invited to talk to a group of youth about time management. Highlight **three** time management techniques you will talk about. (3 marks)
9. As a manager you have noticed that an employee Mr Kinyua has low self-esteem. State **five** signs you have observed in him at workplace. (5 marks)
10. Communication is critical at workplace. Identify two forms of communication that can be used in workplace. (2 marks)
11. Maji Mazuri Company has taken its employees for further training and career development. Identify **four** possible benefits of training and career development to the employees. (4 marks)
12. Drug and substance abuse is an emerging issue of concern. State **three** drugs that are commonly abused. (3 marks)

SECTION B (60 MARKS)

Answer any three questions in this section.

13. You have been appointed to head a team in the County as a Ward Administrator. There is need for teamwork among the staff in order to solve common problems that can be experienced in teams as the members work together.
- a) Explain **five** common problems that can be experienced in a team as members work together. (10 marks)
- b) Describe the first **five** steps of problem-solving strategies. (10 marks)
14. You were recently employed by Blue Event Company Limited. You realised that the company does not have a code of conduct.
- a) Advise the Human Resource Manager on the **four** benefits of having a code of conduct. (8 Marks)
- b) Describe **six** contents to be included in developing the code of conduct for that organization. (12 Marks)
15. Planning and organising make efficient use of time by keeping employees focused from beginning to completion of a project. A compressive plan for work activities and projects ensures that you tackle necessary steps for success.
- a) As a Human Resource Manager describe **five** steps you will use to plan and organise work activities in your organisation. (10marks)
- b) Discuss **five** benefits of a work plan in an organisation. (10marks)
16. The principles of human rights are designed to protect employees at workplace.
- a. Discuss **four** ways that human rights and fundamental freedoms apply. (8marks)
- b. Discuss **six** rights of an employee in an organization. (12marks)

THIS IS THE LAST PRINTED PAGE