

1. (a) Outline **five** roles that may be undertaken by managers in the day-to-day running of an organization. (10 marks)
- (b) Management by Objectives (MBO) is one of the strategies that may be adopted by organizations in order to achieve effectiveness. Explain **five** benefits of this strategy to an organization. (10 marks)
2. (a) Highlight **five** disadvantages of group decision making in an organization. (10 marks)
- (b) Outline **five** ways through which co-ordination may be achieved in an organization. (10 marks)
3. (a) Outline **five** factors that should be considered when designing an effective control system in an organization. (10 marks)
- (b) Explain **five** benefits of human resource planning to an organization. (10 marks)
4. (a) Explain the benefits that may be realized in an organization that adopts the participative style of leadership. (10 marks)
- (b) Outline **five** assumptions of Theory 'Y' of motivation as advocated by Douglas McGregor. (10 marks)
5. (a) Henri Fayol is the chief advocate of the administrative theory of management. Explain the contributions of this theory to modern management practice. (10 marks)
- (b) Outline the measures that an individual employee may take in order to improve on time management. (10 marks)
6. (a) Outline **five** reasons that may make it necessary for an organization to adopt change. (10 marks)
- (b) Explain **five** circumstances under which conflicts may be beneficial to an organization. (10 marks)
7. (a) Explain **five** ways through which the nature of work can be a source of stress to an individual employee. (10 marks)
- (b) Business organizations have developed new and innovative forms of employment in order to enjoy lower costs of labour. Outline these new forms of employment. (10 marks)