ATD LEVEL II
DCM LEVEL II

PRINCIPLES OF MANAGEMENT


Answer any FIVE questions.

TIME ALLOWED: 3 hours.

ALL questions carry equal marks.

QUESTION ONE
(a) Highlight four factors to consider while selecting a workshop venue.  (4 marks)
(b) Explain six principles of organising.  (6 marks)
(c) Discuss five reasons why it is important for a manager to possess effective managerial skills.  (10 marks)

(Total: 20 marks)

QUESTION TWO
(a) Explain four factors that could contribute to effective implementation of a strategic plan in an organisation.  (4 marks)
(b) Analyse four strategies which a human resource manager could use to minimise human resource conflicts in an organisation.  (8 marks)
(c) In the context of decision making, suggest four challenges that could be faced by managers.  (8 marks)

(Total: 20 marks)

QUESTION THREE
(a) Summarise four characteristics of an organic organisational structure.  (4 marks)
(b) Analyse four reasons why appraisal techniques could fail to achieve their intended objectives.  (8 marks)
(c) Discuss four measures which management could put in place to ensure effective planning in an organisation.  (8 marks)

(Total: 20 marks)

QUESTION FOUR
(a) There is an increasing number of aging workforce in many organisations all over the world:
   (i) Suggest four factors that could have contributed to this trend.  (8 marks)
   (ii) Discuss four reasons why organisations could prefer to hire older employees than younger employees.  (8 marks)
(b) Highlight four benefits that could accrue to an organisation from reduced management levels.  (4 marks)

(Total: 20 marks)

QUESTION FIVE
(a) With reference to the control function:
   (i) Outline four modern control techniques in management.  (4 marks)
   (ii) Suggest five reasons why a budgetary control system is important in an organisation.  (10 marks)
(b) Summarise three differences between "power" and "authority".  (6 marks)

(Total: 20 marks)

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QUESTION SIX
(a) Outline four reasons why organisations require good leadership. (4 marks)
(b) Analyse four on-the-job training methods that could be used to improve employees' work performance. (8 marks)
(c) Justify four reasons why management is considered a profession. (8 marks) 
(Total: 20 marks)

QUESTION SEVEN
(a) (i) Define the term "extrinsic rewards". (2 marks)
(ii) Describe five types of extrinsic rewards that could be given to employees in an organisation. (10 marks)
(b) Analyse four ways in which a manager could apply the scientific approach to management at the workplace. (8 marks) 
(Total: 20 marks)