



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF BUSINESS AND ECONOMICS

**UNIVERSITY EXAMINATION FOR THE DIPLOMA IN SUPPLY CHAIN
MANAGEMENT BUSINESS ADMINISTRATION (TVET)**

1st YEAR 1st SEMESTER 2022/2023 ACADEMIC YEAR

MAIN CAMPUS

||
||
||
||
||
||
||
||
||
||

COURSE CODE: BUS/CU/SC/BC/05/6/A

COURSE TITLE: EMPLOYABILITY SKILLS

EXAM VENUE:PAVILION

EXAM DATE: 5/12/2022

EXAM SESSION:9.00-12.00NOON

TIME: 1 ½ HOURS

||
||
||
||
||
||
||
||
||
||

INSTRUCTIONS

- 1. Answer Question 1 (Compulsory) and ANY other two questions**
- 2. Candidates are advised not to write on the question paper**
- 3. Candidates must hand in their answer booklets to the invigilator while in the examination room**

QUESTION ONE

- a) The County governments recently recruited new employees. Discuss **Five** self-management skills they will be looking for in their employees (10 mks)
- b) Firms are required under the Organizational Safety and Health Act (OSHA) to demonstrate critical safe work habits. Discuss any **Four** general safety indicators used (8 mks)
- c) Explain **Four** interpersonal skills employees should display when communicating (12 mks)

QUESTION TWO

- a) Critically discuss **Five** elements of a comprehensive HIV workplace policy (10 mks)
- b) Employers do not allow their employees to engage in drugs and substance abuse while at work due to problematic substance use/abuse issues. Explain **Five** situations where such problems may

lead to problems at the work place (10 mks)

QUESTION THREE

a) Discuss **Six** leadership qualities expected of a team leader in an organization (12 mks)

b) Explain the **Four** main theories of power as advanced by political sociologists (8 mks)

QUESTION FOUR

a) Explain **Five** strategies employees can use for professional growth and development

(10 mks)

b) Discuss the **Five** main functions of management in an organization (10 mks)

QUESTION FIVE

a) Define work culture. (2 mks)

b) Discuss Four elements of a healthy work culture. (8 mks)

c) Explain the Five main steps towards creating an ethical organizational culture