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