



PAN AFRICA CHRISTIAN UNIVERSITY

SCHOOL OF LEADERSHIP, BUSINESS & TECHNOLOGY

**END OF SEMESTER EXAMINATION FOR DIPLOMA IN
LEADERSHIP AND MANAGEMENT**

SEPTEMBER-DECEMBER 2019

CAMPUS: ROYSAMBU

DEPARTMENT: LEADERSHIP

COURSE CODE: DLM100

COURSE TITLE: MANAGING PERSONAL DEVELOPMENT

EXAM DATE: THURSDAY 5TH DECEMBER 2019

DURATION: 2 HOURS

TIME: 9:00AM-11:00AM

INSTRUCTIONS

- Read the instructions and questions carefully before you write the answers.
- Write your **STUDENT NUMBER** in the Answer Booklet given
- *Write clearly and legibly.*
- This exam script consists of **Six (6)** questions.
- Answer **ALL questions in SECTION A (compulsory)** and **Any other three (3)** questions from **SECTION B**
- *ALL PAC University's examination rules and regulations apply*

Section A. Answer All question in this section

(Q1). Define the following terms

- a) Personal Development (2 Marks)
- b) Team (2 Marks)
- c) Time management (2Marks)
- d) Delegation (2Marks)
- e) Temperament (2Marks)

(Q2). Discuss five principles of time management as explained by John Adair.
(10 Marks)

Q3(a). XYZ Company has realised that rate of change in the business world is not going to slow down anytime soon. The company has identified you as a consultant to help diagnose **Three** reasons that could contribute to people resisting change and how it can affect planning in the organization effectiveness. (6 Marks).

(b). Explain TWO reasons why leaders in organizations are required to change (4 marks)

Section B. Attempt any 3 Questions in this section

(Q4).

- a) Using examples define the term goal setting (2marks)
- b) Explain how goal setting works (3 marks)
- c) Explain 5 key principles of goals setting

(Q5).

- a) List the four fundamental Temperaments of man (4 Marks).
- b) Explain **three** characteristics of the introverts (6 Marks)

(Q6).

- a) Using a suitable diagram, explain the integrated management process (5marks)
- b) Explain five aspects of personal competences (5 Marks)

(Q7)

- a) Good communication requires communication skills. Explain briefly five different abilities one can use when giving and receiving kinds of information (5 Marks)
- b) Explain some of the five benefits of good communication (5 Marks)