



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: MONDAY 2ND DECEMBER 2019

DURATION: 2 HOURS

TIME: 5:30PM-7:30PM

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) Change management (2 Marks)
- c) Time management (2Marks)
- d) Delegation (2Marks)
- e) Communication skills (2Marks)

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

(10 Marks)

Q3). a).Studies repeatedly show the powerful negative effects of fatigue and illness on effective working and decision making that calls for us to take care of our bodies. Explain three things that we can do to avoid negative effects by taking care of our physical bodies. (8 marks)

(b). Explain TWO reasons why as a leader 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 (2 mark)
- b) Using the examples stated above, explain why setting goals is important for leaders (3 marks)
- c) Explain 5 key principles of goals setting (5 marks)

(Q5).

- a) Differentiate between introverts extroverts (4 marks)
- b) Identify and explain two types of extroverts (2 Marks).
- c) 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) Identify and explain five benefits of good communication (5 Marks)