

CHUKA

UNIVERSITY



UNIVERSITY EXAMINATIONS

EMBU CAMPUS

**EXAMINATION FOR THE AWARD OF DIPLOMA
IN LEADERSHIP AND PUBLIC ADMINISTRATION**

LAPA 0111: PROFESSIONAL COMPETENCES IN PUBLIC ADMINISTRATION

STREAMS:

TIME: 2 HOURS

DAY/DATE: TUESDAY 21/09/2021

8.30 A.M. – 10.30 A.M.

INSTRUCTIONS

- **Answer question one and any other two**
 - 1. a) Discuss competencies required of professional in public service. (15 marks)
b) Analyze the various written presentation skills needed in Public Administration (15 marks)
 - 2. Examine the project management skills need in Public services. (20 marks)
 - 3. Explain the various qualities of a good decision maker in professional competency. (20 marks)
 - 4. Explain the importance of career enhancement to public administration. (20 marks)
 - 5. Explain the various preparations skills needed for oral preparation. (20 marks)
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