

CHUKA



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CHUKA/EMBU

**EXAMINATION FOR THE AWARD OF CERTIFICATE IN BUSINESS
MANAGEMENT**

CIBM 00113: PRINCIPLES OF MANAGEMENT

STREAMS: CIBM

TIME: 2 HOURS

DAY/DATE: THURSDAY 08/07/2021

8.30 A.M – 10.30 A.M

INSTRUCTIONS:

Answer question one and any other two questions

Do not write anything on the question paper

QUESTION ONE

- (a) Managers can play several management roles in an organization. Identify three main roles managers play in organizations. [9 marks]
- (b) Explain the activities involved in the staffing function of management. [11 marks]
- (c) Explain any five barriers to effective planning and measures that can be taken to avoid or counter such barriers. [10 marks]

QUESTION TWO

- (a) Describe any five forms of departmentalization. [10 marks]
- (b) Describe the activities involved in controlling function of management. [10 marks]

QUESTION THREE

- (a) Power is used to affect other's behaviour and get them to act in given ways. Discuss the sources of power. [10 marks]
- (b) Delegation is the assigning of formal authority and responsibility for the completion of formal tasks to subordinates. Explain the barriers to delegation. [10 marks]

QUESTION FOUR

- (a) Discuss the planning process in management. [10 marks]
- (b) Through the aid of a diagram, discuss the various levels of management and management skills. [10 marks]
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