



## Professional Qualification in BUSINESS MANAGEMENT

### Level 4 Diploma

#### UNIT 1 – LEADERSHIP AND MANAGEMENT

##### Question 1

- (a) **Distinguish** between hard management skills and soft leadership skills. (8 marks)
- (b) **Discuss** the main principles of management. (12 marks)

##### Question 2

**Discuss** the key differences between leading individuals and leading teams. (20 marks)

##### Question 3

- (a) **Distinguish** between command, control and co-ordination in an organisation. (8 marks)
- (b) **Discuss** the importance of delegation to the successful management of an organisation. (12 marks)

##### Question 4

- (a) **Describe** the main characteristics of effective leaders. (8 marks)
- (b) **Discuss** why it is important that leaders and managers are continually concerned with the professional development of themselves and others. (12 marks)

##### Question 5

- (a) **Explain** what is meant by strategic management. (8 marks)
- (b) **Discuss** how management can differ in various parts of the world. (12 marks)