



## Professional Qualification in BUSINESS MANAGEMENT

### Level 4 Diploma

#### UNIT 1 – LEADERSHIP AND MANAGEMENT

##### Question 1

- (a) **Describe TWO** principles of management. (8 marks)
- (b) **Discuss**, with the use of examples, what is meant by transformational leadership. (12 marks)

##### Question 2

- (a) **Describe TWO** skills required to effectively lead a team. (8 marks)
- (b) **Assess TWO** different leadership styles that could be effective in a college or university. (12 marks)

##### Question 3

- (a) **Describe TWO** functions of the manager of a small business. (8 marks)
- (b) **Discuss** why effective co-ordination is crucial to the success of management. (12 marks)

##### Question 4

**Discuss** whether effective management should be described as an art or a science. (20 marks)

##### Question 5

- (a) **Distinguish**, with the use of examples, between situational and strategic management. (8 marks)
- (b) **Assess** the impact that implementing the technique of management by objectives could have on an organisation and its employees. (12 marks)