

CENTRAL UNIVERSITY COLLEGE

RESIT: 2014/2015

**DEPARTMENT: MANAGEMENT AND PUBLIC
ADMINISTRATION**

COURSE CODE: CBFW 107

FOUNDATIONS OF MANAGEMENT

MATAHEKO & MIOTSO

LEVEL 100

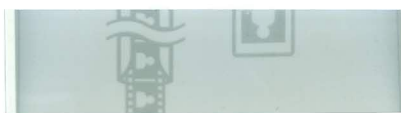
DURATION: 2 HOURS

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STUDENT ID No:

INSTRUCTIONS: Answer Any 3 Questions

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1. (a) Explain the term Leadership.
(b) Explain the following styles of leadership.
 - i. Democratic leadership
 - ii. Autocratic leadership
 - iii. Laissez-Faire leadership
 - iv. Transformational leadership(c) Explain the following features of bureaucratic organizations.
 - i. Hierarchical conformation
 - ii. Record keeping
 - iii. Specialisation

2. (b) State and explain the ten (10) interrelated managerial roles developed by Henry Mintzberg.

3. Write short notes on the following:
 - i. Functional foremanship
 - ii. Charismatic authority
 - iii. First-line managers
 - iv. Planned and Reactive change.
 - v. The Lewin model of organizational change

4. (a) Explain management.
 - b. Discuss the processes involved in management.

5. Explain the following managerial skills.
 - a. Technical skills

- b. Conceptual skills
- c. Diagnostic skills
- d. Communication skills
- e. Time-management skills

