



## Professional Qualification in BUSINESS MANAGEMENT

### Level 4 Diploma

#### UNIT 1 – LEADERSHIP AND MANAGEMENT

##### Question 1

- (a) **Explain** what is meant by 'hard' and 'soft' leadership skills. (8 marks)
- (b) **Discuss** the advantages and disadvantages of having a management system. (12 marks)

##### Question 2

**Discuss** how different leadership styles can be distinguished. (20 marks)

##### Question 3

- (a) **Describe** the functions of a manager in an organisation. (8 marks)
- (b) **Discuss** what is likely to make one manager more effective than another. (12 marks)

##### Question 4

- (a) **Describe** the traits and characteristics needed to be an effective leader. (8 marks)
- (b) **Discuss** why business organisations encourage the professional development of their employees. (12 marks)

##### Question 5

- (a) **Explain** what is meant by strategic management. (8 marks)
- (b) **Discuss** what is meant by management by objectives. (12 marks)