



Professional Qualification in BUSINESS MANAGEMENT

Level 4 Diploma

UNIT 1 – LEADERSHIP AND MANAGEMENT

Question 1

- (a) Identify **TWO** soft management skills. (8 marks)
- (b) Discuss how the effectiveness of the management of a large factory could be improved. (12 marks)

Question 2

- (a) Compare and contrast **TWO** different leadership styles. (8 marks)
- (b) Suggest, with the use of examples, how team dynamics can affect the effectiveness of a team, both positively and negatively. (12 marks)

Question 3

Discuss, with the use of examples, the potential significance of delegation to the management of a large organisation. (20 marks)

Question 4

- (a) Distinguish between leadership and management in a large college. (8 marks)
- (b) Analyse the traits and characteristics needed to be an effective manager of a warehouse. (12 marks)

Question 5

- (a) Explain what is involved in management by objectives. (8 marks)
- (b) Discuss the importance of follower ship in relation to a large business operating in the secondary sector. (12 marks)