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**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

 **UNIVERSITY EXAMINATIONS 2014/2015**

**YEAR III SEMESTER II EXAMINATION FOR THE DEGREE OF BACHELOR OF BUSINESS AND OFFICE MANAGEMENT**

**HBO 2303: LEADERSHIP AND LIFE SKILLS**

**DATE: AUGUST 2015 TIME: 2 HOURS**

**INSTRUCTIONS: ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE**

1. Explain the importance of planning in leadership. [5 marks]
2. Explain why leaders ought to be role models in the society [5 marks]
3. Explain why span of management is important in management. [5 marks]
4. Explain the importance of delegation in organizational leadership. [5 marks]
5. Explain how one can acquire a work life balance in an organization set up. [5 marks]
6. Differentiate a leader from a Manager. [5 marks]

**QUESTION TWO**

There are common traits that define leadership and finding them only takes some study of those who have been successful. Using relevant examples discuss any THREE common traits in leadership. [20 marks]

**QUESTION THREE**

Conflicts are inheritable in any organizational set up. Discuss any FOUR methods for restoring conflicts and disputes in an organization. [20 marks]

**QUESTION FOUR**

1. Explain the term team building. [5 marks]
2. Discuss the importance of team work in achieving organizational goals. [15 marks]

**QUESTION FIVE**

1. Discuss the objectives of change management in leadership [10 marks]
2. Discuss the benefits of coaching in leadership. [10 marks]