

ASSESSMENT # 2

Total Marks: 30

Answer the following questions:

Q: 1: Short Questions (15)

- I. What is Delegation?
- II. Outline the four basic steps of delegation.
- III. What is SPIRIT? How does it help in setting goals?
- IV. Describe the importance of Monitoring.
- V. Outline the top ten ways of creating and sharing ownership

Q: 2: Discuss the six major characteristics of effective feedback. (7)

Q: 3: Describe the five levels of delegation. (8)