

### ASSESSMENT # 12

Total Marks: 30

Answer the following questions:

**Q: 1:** Short Questions (10)

- I. What is Delegation?
- II. What tasks should not be delegated?
- III. What are the five levels of delegation? Explain, giving examples.
- IV. Describe some ways of preparing to delegate.
- V. Explain lateral delegation.

**Q: 2:** Discuss the eight specific steps of the delegation meeting. (5)

**Q: 3:** Describe the three types of instructions. (5)

**Q: 4:** Discuss the characteristics of effective delegators. (5)

**Q: 5:** What are the characteristics of effective feedback? (5)