

ASSESSMENT # 1

Total Marks: 30

Answer the following questions:

Q: 1: Short Questions (15)

- I. What are the benefits of discussing personal hygiene with employees?
- II. What kind of information should a supervisor have before discussing personal matters with employees?
- III. Describe some common objections raised when talking to employees about personal hygiene.

Q: 2: Discuss the basic formula for any difficult conversation. (7)

Q: 3: Describe the two main legislative areas that can be affected by issues with personal hygiene. (8)