

Which of the Principles of Leadership below involves developing subordinates by offering training?

- (A) Delegate fairly
- (B) Maintain teamwork
- (C) Make subordinates feel responsible
- (D) Do not delegate final authority
- (E) Make decisions
- (F) Be consistent
- (G) Know your job
- (H) Know your subordinates

True or False: In Herzberg's Motivation Hygiene Theory, workers can at the same time be dissatisfied with their jobs but still motivated to perform it well.

- (A) True
- (B) False

The Links, Vehicles and Mediums of the communication process are shown below. What starts the communication process?

- (A) A sender
- (B) A stimulation
- (C) A vehicle
- (D) A direction
- (E) A receiver
- (F) A verbal medium
- (G) A written medium
- (H) A physical signal

True or False: The actual performance of the subordinate must be observed by the supervisor before any real and accurate assessment of performance can be made.

- (A) True
- (B) False

Below are the Barriers to Effective Evaluation created by raters. The error which occurs when a rater allows a general impression of the ratee to be created based on one or two traits instead of basing his evaluation on the entire span of dimensions is called

- (A) Rater Leniency
- (B) Overshadowing Effect
- (C) Middle Range Tendency
- (D) Association of Traits
- (E) The Image Influence
- (F) Lasting Memory Syndrome
- (G) Error of Recent Events

There are five steps that go into the planning, assembling and delivering of a training program. Check all that apply;

- (A) Setting the Budget
- (B) Discovering the Needs
- (C) Finding the Expertise
- (D) Setting the goals
- (E) Developing the Training Curriculum
- (F) Conducting the Program
- (G) Evaluating the Program
- (H) Adjusting for the Next Session