

ASSESSMENT # 1**Total Marks: 30**

Answer the following questions:

Q: 1: Short Questions

(15)

- 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.

(7)

Q: 3: Describe the three types of instructions.

(8)