

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)