



LAIKIPIA EAST TECHNICAL AND VOCATIONAL COLLEGE

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DEMONSTRATE EMPLOYABILITY SKILLS LEVEL 4

INSTRUCTIONS: Answer all questions.

1. List Four importance of team work. (4marks)
2. State Four importance of time management at workplace. (4 marks)
3. Outline Four benefits of setting personal goals. (4 marks)
4. Outline Four importance of leisure time. (4 Marks)
5. List four factors to consider for effective time management. (4 Marks)
6. Identify four unethical behaviours in the workplace. (5 Marks)
7. Outline Three importance of keeping records in an organization. (5 marks)