

**LEVEL 4 Demonstrate Employability Skills**

**DATE: FEB 2025 TIME: 2 HOURS**

**INSTRUCTIONS:**

**Answer all questions**

1. Drug abuse is on the rise today. Give FOUR commonly abused drugs. (4 Marks)
2. Identify FOUR importance of collecting feedback. (4 Marks)
3. State Four Ways of collecting and analyzing feedback in an organization. (4 Marks)
4. Conflicts are common in organizations. State FOUR causes of conflicts. (4 Marks)
5. State FIVE importance of time management. (5 Marks)
6. State FIVE ways to manage anger at work place. (5 Marks)
7. JJ has always been late in meeting deadlines of tasks allocated. Advise him on Four steps he would follow when setting work priorities. (4 Marks)



**LEVEL 4 Demonstrate Employability Skills**

**DATE: FEB 2025 TIME: 2 HOURS**

**INSTRUCTIONS:**

**Answer all questions**

1. Drug abuse is on the rise today. Give FOUR commonly abused drugs. (4 Marks)
2. Identify FOUR importance of collecting feedback. (4 Marks)
3. State Four Ways of collecting and analyzing feedback in an organization. (4 Marks)
4. Conflicts are common in organizations. State FOUR causes of conflicts. (4 Marks)
5. State FIVE importance of time management. (5 Marks)
6. State FIVE ways to manage anger at work place. (5 Marks)
7. JJ has always been late in meeting deadlines of tasks allocated. Advise him on Four steps he would follow when setting work priorities. (4 Marks)