

M4_Quiz - Workplace Effectiveness

- Due No due date
- Points 20
- Questions 20
- Time Limit 30 Minutes

Instructions

Congratulations on completing the "WORKPLACE EFFECTIVENESS" Module of the EEP Year 1 Course! Now, put your learning to the test with our quiz. It's a chance to reinforce your knowledge and assess your understanding of the Module.

Answer the following questions by selecting the correct answer to each question. All question carry equal points. Please keep in mind that you have a total of 30 minutes for this quiz. Once you commence the quiz, the timer will begin simultaneously.

Good luck!!

Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	6 minutes	17 out of 20

❗ Correct answers are hidden.

Score for this quiz: 17 out of 20

Submitted Apr 22 at 11:54pm

This attempt took 6 minutes.



Question 1

1 / 1 pts

Which of the following is NOT an aspect of workplace wellbeing **according to ILO** definition?

- ☒ Their friends at work
- ☐ How workers feel about their work
- ☐ Quality and safety of the physical environment,
- ☐ The climate at work & work organisation



Question 2

1 / 1 pts

Select the statement that is true **according to the white paper released by BSI group**



Organisations who pay attention to employee wellbeing secure commitment, motivation as well as improve productivity and retention rates.

- ☐ Organisations can afford to pay attention to employee well being because it is not expensive
- ☐ If an organisation does not care for employee wellbeing they are breaking the law
- ☐ Organisations can get tax benefits when they pay attention to their employee wellbeing



Question 3

1 / 1 pts

Which of the following has NOT fueled a rise in the importance of wellbeing in the workplace?

- ☐ Leadership
- ☐ Employer-Employee Relationship
- ☒ Food provided at work
- ☐ Nature of work



Question 4

1 / 1 pts

How many dimensions of wellness are explored in the Welness at Workplace lesson?

- ☐ Five (5)
- ☒ Eight (8)
- ☐ Ten (10)
- ☐ Twelve (12)



Question 5

1 / 1 pts

Which of the following statements is true about spiritual wellbeing?

- ☐ Spiritual wellbeing is being involved in meaningful work that provides a sense of accomplishment.
- ☒ Spiritual wellbeing is about exploring beliefs, principles, and values that give meaning and purpose to your life.
- ☐

Spiritual wellbeing is building and maintaining healthy relationships and having meaningful interactions with those around you.

- ☐ Spiritual wellbeing is the way we care for our environment.



Question 6

1 / 1 pts

In this module, what example is given of an overlooked use of wellbeing dimensions?

- ☐ in job interviews
- ☐ in email signatures
- ☐ in product adverts
- ☒ in personal and corporate mission statements



Question 7

1 / 1 pts

Which of the following is NOT a dimension of wellbeing explored in this module?

- ☐ Environmental
- ☐ Emotional
- ☐ Occupational
- ☒ Team dynamics



Question 8

1 / 1 pts

Post pandemic, wellbeing programs now need to be equipped to

- ☐ support families of employees
- ☒ handle major impact incidents such as the pandemic in the future
- ☐ offer work from home option
- ☐ make sure the organisation is profitable



Question 9

1 / 1 pts

Which aspect of new working models has been helpful for employee work-life balance?

- ☐ medical insurance for employees
- ☐ positive support from their children

- ☐ COVID-19 protocol in the workplace
- ☒ flexible working hours and work-from-home models



IncorrectQuestion 10

0 / 1 pts

Whose responsibility is employee wellbeing in the workplace?

- ☐ entrepreneur
- ☐ organisation
- ☐ employee
- ☒ business owner



Question 11

1 / 1 pts

What is the fundamental intent behind utilising planning and organising techniques?

- ☐ To increase chaos and unpredictability.
- ☒ To achieve goals and streamline tasks efficiently.
- ☐ To ensure spontaneous decision-making.
- ☐ To eliminate all uncertainties and risks.



Question 12

1 / 1 pts

Which of the following is NOT a common planning tool or technique?

- ☒ Understanding
- ☐ Mind mapping.
- ☐ Time blocking
- ☐ To-do lists.



Question 13

1 / 1 pts

What is the significance of prioritising planning and organising for career growth?

- ☒ It maximises productivity, efficiency, and progress.

- ☐ It improves decision-making skills.
- ☐ It's optional and doesn't impact career success
- ☐ It helps in creating unnecessary stress



IncorrectQuestion 14

0 / 1 pts

What is the main purpose of using time blocking as an organising technique?

- ☐ To work without breaks for maximum output.
- ☒ To multitask and complete multiple tasks simultaneously.
- ☐ To randomly switch tasks throughout the day.
- ☐ To allocate specific time slots for different tasks.



Question 15

1 / 1 pts

Which of the following best describes the concept of a "To-do list"?

- ☒ A list of tasks that need to be accomplished.
- ☐ A list of tasks that are not important.
- ☐ A list of tasks that can be postponed indefinitely
- ☐ A list of tasks that should be avoided.



Question 16

1 / 1 pts

How does effective planning and organising contribute to reducing stress?

- ☐ By adding more tasks to your schedule.
- ☒ By helping you manage tasks and deadlines in a structured & manageable manner.
- ☐ By creating a chaotic work environment.
- ☐ By eliminating the need for time management.



Question 17

1 / 1 pts

What is the main benefit of using mind mapping as a planning and organizing technique?

- ☐ It enhances linear thinking.
- ☒ It visually represents connections between ideas.
- ☐ It helps in procrastination
- ☐ It requires less cognitive effort.



Question 18

1 / 1 pts

How can proper planning and organising techniques enhance your decision-making?

- ☒ By providing a structured approach to evaluating options.
- ☐ By making decisions spontaneously
- ☐ By reducing the need for critical thinking.
- ☐ By avoiding any kind of decision-making altogether.



Incorrect Question 19

0 / 1 pts

Allocating time to each task based on importance and complexity relates MORE to

- ☐ Prioritising
- ☐ Planning
- ☒ Organising
- ☐ Managing



Question 20

1 / 1 pts

How does prioritising tasks contribute to effective planning and organising?

- ☐ By treating all tasks as equal in importance.
- ☐ By making tasks more complex.
- ☒ By ensuring important tasks are addressed first.
- ☐ By allowing tasks to be complete.

Quiz Score: 17 out of 20