



National Open University of Nigeria
Plot 91, Cadastral Zone, Nnamdi Azikiwe Expressway, Jabi, Abuja
Faculty of Agricultural Sciences
October/November, 2016

Programme: Agricultural Economics and Extension

Course Code: AEM 715

Course Title: Management of Agricultural Personnel

Credit Unit: 2

Total Score: 100 Marks

Time Allowed: 2 Hours

Instruction: Answer any four (4) Questions

1. What do you understand by the term management in an organization? **5 marks**
 - b. What are the implications of management in Agricultural Extension Administration? **8 marks**
 - c. Identify and discuss the different roles of management in an organization. **12 marks**
2. Discuss the different conditions for effective extension management. **15 marks**
 - b. Highlight five purposes of management of management theories in extension. **10marks**
3. Discuss basic core competencies required in Agricultural Extension Management as adapted from North Carolina Cooperative Extension. **15 marks**
 - b. List and discuss any five personnel management processes. **10marks**
4. Define the term Staff Recruitment.
 - a. List and highlight the procedures for Staff Selection.
 - b. Enumerate the crucial factors to consider before any staff recruitment takes place.
5. Write short notes on any five headings;
 - a. Orientation Training **5 marks**
 - b. In Service Training **5 marks**
 - c. Reasons for Coordination **5 marks**
 - d. Contingency Planning. **5 marks**
 - e. Reasons for Planning **5 marks**
 - f. Essence of Organizing **5 marks**
6. Write short notes on any five headings;
 - a. Need for Budgeting **5 marks**
 - b. Steps in Reporting **5 marks**
 - c. Conditions necessary for effective supervision **5 marks**
 - d. Principles of effective Control **5 marks**
 - e. Five principles of Guiding the Task of a personnel Manager
 - f. Types of Domination