



TECHNICAL UNIVERSITY OF MOMBASA

School of Business

Department of Business Administration

UNIVERSITY EXAMINATION FOR:
CERTIFICATE IN LOGISTICS & TRANSPORT
MANAGEMENT/CERTIFICATE IN SUPPLYCHAIN
MANAGEMENT

BHR 1102: EMPLOYABILITY SKILLS

END OF SEMESTER EXAMINATION

SERIES: APRIL 2025

TIME: 2 HOURS

DATE: Pick Date Apr 2025

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other TWO questions.

Do not write on the question paper.

QUESTION ONE

- a) Explain **FIVE** work place policies on HIV/AIDS followed in an organization (10 marks)
- b) Discuss **FIVE** importance of communication skills to employees (10 marks)
- c) State and Explain **FIVE** characteristics of an effective workplace team (10 marks)

QUESTION TWO

2a) Explain **FIVE** advantages of time management (10 marks).

2b) Discuss **FIVE** types of drugs abused at the workplace (10marks).

QUESTION THREE

3a) Describe **FIVE** sources of conflicts in an organization (10 marks)

3b) Highlight **FIVE** roles of a supervisor in an organization (10 Marks)

QUESTION FOUR

4a) Explain any **FIVE** benefits of leisure time to an employee (10 marks)

4b) Discuss **FIVE** signs of low self-esteem an employee can exhibit (10 marks)

QUESTION FIVE

5a) Discuss **FIVE** benefits of employee training at the workplace (10 marks)

5b) Highlight **FIVE** ways an employee can use to avoid drug and substance abuse at the work place. (10 marks)