



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: NOVEMBER 2025

TIME: 2 HOURS

DATE: Pick Date **NOVEMBER 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** benefits of team work at the workplace (10 marks)
- b) Discuss **FIVE** sources of stress in a workplace (10 marks)
- c) State and Explain **FIVE** time management techniques (10 marks)

QUESTION TWO

2a) Explain **FIVE** methods an organization can use to address low self-esteem (10 marks).

2b) Discuss **FIVE** forms of communication that can be used in an organization (10marks).

QUESTION THREE

3a) Describe **FIVE** reasons for drug and substance abuse at the workplace (10 marks)

3b) Highlight **FIVE** benefits of a workplan in an organization (10 Marks)

QUESTION FOUR

4a) Explain any **FIVE** rights of employees at the workplace (10 marks)

4b) Discuss **FIVE** types of employability skills (10 marks)

QUESTION FIVE

5a) Discuss **FIVE** problem solving strategies used in an organization (10 marks)

5b) Highlight **FIVE** benefits of a code of conduct in an organization. (10 marks)