



**MASINDE MULIRO UNIVERSITY OF
SCIENCE AND TECHNOLOGY
(MMUST)**

MAIN CAMPUS

UNIVERSITY MAIN EXAMINATIONS

2022/2023 ACADEMIC YEAR

FIRST YEAR SECOND SEMESTER EXAMINATIONS

**FOR DIPLOMA IN SECURITY AND INTELLIGENCE STUDIES
AND DISASTER MANAGEMENT**

COURSE CODE: SEC/CU/DM/BC/05/6

COURSE TITLE: EMPLOYABILITY SKILLS

DATE: 25/4/2023

TIME: 8-10 AM

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS

TIME: 2 Hours

MUST observes **ZERO** tolerance to examination cheating

This Paper Consists of 2 Printed Pages. Please Turn Over

1. Define Self Development **(2 mks)**
- a) What is integrity? **(2 mks)**
 - b) As a middle level manger in a company discuss any four ethical considerations that you would engage in terminating an employee's contract. **(2mks)**
 - c) Describe personal vision. **(2mks)**
 - d) Describe how to develop and maintain a positive self-image. **(10mks)**
 - e) Define self-awareness. **(2 mks)**
 - f) Discuss any five ways one can use to develop and maintain high self-esteem.

(10mks)

2. a) How can Integrity be demonstrated at work place? **(8mks)**
b) Discuss any 6 ethical issues in a work place and how to solve them **(12 mks)**
3. a) Define Emotional Intelligence? **(2mks)**
- g) Discuss the four facets of Emotional Intelligence **(10 Mks)**
 - h) Describe who an assertive person is and benefits of being assertive? **(8mks)**
4. a) Discuss ways an employee can use to minimize corruption at work place **(10 Mks)**
b) Why is Training and Development important in an organization? **(10 Mks)**