



Capacity Building Training Course

Module 3 | Assessment Exercise



Module Assessment Exercise

Read each statement carefully and mark your answer as True or False (15 minutes)

1. Coordination involves the process and mechanisms used to integrate the tasks and activities of individuals and organisational units
 - a. True
 - b. False

2. Having authority in the organisational hierarchy does not equal to having any power in a specific area of the company
 - a. True
 - b. False

3. When assigning tasks, managers need to match responsibility with authority and insist on accountability of results
 - a. True
 - b. False

4. Organising involves analysing the workload, distributing it among employees, and coordinating the activities so that work proceeds smoothly
 - a. True
 - b. False

5. Line authority managers have the formal power to direct and control immediate subordinates
 - a. True
 - b. False

6. Organisation harmonises the individual goals of the employees with overall objectives of the firm
 - a. True
 - b. False

7. Organising involves carrying out tasks and establishing a framework of authority and responsibility for the people do not perform these tasks

- a. True
- b. False

8. Coordinators play an important role in quality management, employee safety, risk management, customer service, staff training and cost containment

- a. True
- b. False

9. One of the most important mechanisms for reducing risk is of course, internal control particularly the risk assessment element

- a. True
- b. False

10. If the company is divided into business units the business unit managers with the approval of the CEO are responsible for the development and implementation of strategies for their units

- a. True
- b. False

11. Essentially control is concerned with gauging the measures of success in achieving the goals and objectives of an organisation

- a. True
- b. False

12. The primary objective of management control is to ensure that health and safety regulations are implemented to ensure the attainment of the organisation's objectives

- a. True
- b. False

13. Task control is transaction oriented, involving the control of individual tasks

- a. True
- b. False

14. Controlling isn't such an important activity because the environment in which all supervisors work is always the same

- a. True
- b. False

15. An important element in the management of any organisation is the element of control

- a. True
- b. False



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