



# EMERGE

EMPOWERING civic Engagement and participation

## 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.

Answer: True

Explanation: This is true because coordination is about aligning tasks and processes to achieve the organization's objectives in an efficient and effective manner.

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

Answer: False

Explanation: This is false because when an individual is given authority in an organizational hierarchy, it often comes with power and control over certain areas or tasks within the company.

3. When assigning tasks, managers need to match responsibility with authority and insist on accountability of results.

Answer: True

Explanation: This is true because for effective task management, it's crucial that the person assigned the task has the authority to make decisions and is held accountable for the outcome.

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

Answer: True

Explanation: This is true as the process of organizing includes understanding the workload, distributing it appropriately among staff, and ensuring activities are coordinated for smooth operations.

5. Line authority managers have the formal power to direct and control immediate subordinates.

Answer: True

Explanation: This is true because line authority refers to the traditional hierarchical structure where managers have direct control over their immediate subordinates.

**6.** Organisation harmonises the individual goals of the employees with overall objectives of the firm.

Answer: True

Explanation: This is true because a well-organized firm seeks to align the personal goals of its employees with its overall objectives to ensure everyone is working towards a common goal.

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

Answer: False

Explanation: This is false. Organizing involves distributing tasks among staff and establishing a structure of authority and responsibility, but it's meant for those who perform the tasks, not those who don't.

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

Answer: True

Explanation: This is true as coordinators often oversee various areas within an organization to ensure smooth operations, quality, safety, customer service, staff development, and cost efficiency.

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

Answer: True

Explanation: This is true because effective internal controls, including risk assessments, are crucial in identifying and mitigating risks within an organization.

**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.

Answer: False

Explanation: This is false. While business unit managers are often responsible for implementing strategies at their unit level, the overall strategic direction is typically established by the CEO or top-level management.

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

Answer: True

Explanation: This is true. Control involves measuring performance against objectives and making necessary adjustments to ensure these objectives are met.

**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.

Answer: True

Explanation: This is true. While not the only objective, management control plays a critical role in ensuring regulations are implemented, which contributes to achieving organizational objectives.

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

Answer: True

Explanation: This is true as task control focuses on the supervision and management of specific tasks or transactions within an organization.

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

Answer: False

Explanation: This is false because the environment in which supervisors work can change rapidly. Controlling is a vital activity in management, ensuring that performance does not deviate from standards.

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

Answer: True

Explanation: This is true. Control is an essential function of management which involves monitoring performance against goals and making necessary adjustments when deviations occur.



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