

Introduction to Management Questions

1. What role is responsible for taking corrective action during disputes or crises?
 - A. Resource Allocator
 - B. Negotiator
 - C. Disturbance Handler
 - D. Spokesperson
2. What does the universality of management refer to?
 - A. Management principles are unique to each organization
 - B. Management principles can be applied across different contexts
 - C. Management is only effective in certain cultures
 - D. Management skills are innate and cannot be taught
3. What is the first step in the decision-making process?
 - A. Developing alternatives
 - B. Identifying a problem
 - C. Analyzing alternatives
 - D. Selecting an alternative
4. What is the purpose of a mission statement?
 - A. To identify the basic function or task of the organization
 - B. To provide a detailed set of instructions for performing actions
 - C. To outline the chronological sequence of steps in a procedure
 - D. To set rules and regulations for employees
5. What is the simplest type of standing plan?
 - A. Procedure
 - B. Method
 - C. Rule
 - D. Strategy
6. What kind of power is derived from the position within an organization?
 - A. Legitimate power
 - B. Expert power
 - C. Coercive power
 - D. Reward power
7. What does matrix departmentalization involve?
 - A. Grouping tasks based on geographic areas
 - B. Combining two or more departmental structures
 - C. Grouping activities based on functions
 - D. Creating divisions based on product lines
8. Which concept refers to the legitimate right to influence others in an organization?
 - A. Power
 - B. Authority
 - C. Delegation
 - D. Control

9. Which of the following is NOT a type of single-use plan?
- A. Programs B. Projects C. Budget D. Policies
10. Which term describes achieving desired results with the minimum use of resources, time, and effort?
- A. Effectiveness C. Productivity
B. Efficiency D. Planning
11. What is the term for the number of subordinates managed by a single manager?
- A. Delegation C. Centralization
B. Span of control D. Decentralization
12. What is the first step in the staffing process?
- A. Recruitment C. Selection
B. Human Resource Planning D. Training
13. Which method of training involves learning while working at the job?
- A. Off-the-job training C. On-the-job training
B. Vestibule training D. Simulation
14. Which leadership style involves centralized decision-making and minimal employee input?
- A. Democratic Leadership C. Laissez-faire Leadership
B. Autocratic Leadership D. Transformational Leadership
15. Which leadership theory focuses on the inherent qualities and characteristics of a leader?
- A. Behavioral Leadership Theory C. Trait Theory
B. Contingency Theory D. Situational Theory
16. What leadership style allows employees maximum freedom and minimal supervision?
- A. Democratic Leadership C. Laissez-faire Leadership
B. Autocratic Leadership D. Transformational Leadership
17. Which type of control focuses on the end results?
- A. Feedforward control C. Feedback control
B. Concurrent control D. Preventive control

18. Which term describes the transfer of authority from a superior to a subordinate?
- A. Centralization
 - B. Delegation
 - C. Decentralization
 - D. Span of control
19. The Hawthorne Studies, conducted by Elton Mayo, concluded that:
- A. Workers are only motivated by monetary incentives
 - B. Social factors and positive treatment improve productivity
 - C. Scientific management principles always lead to better efficiency
 - D. Bureaucratic structures enhance employee satisfaction
20. What is the key feature of the contingency approach to management?
- A. One best way to manage an organization
 - B. Management decisions depend on situational factors
 - C. Workers are motivated only by financial rewards
 - D. Hierarchical decision-making is the best approach
21. The modern management approach that focuses on mathematical and statistical models for decision-making is:
- A. Human Relations Approach
 - B. Scientific Management Approach
 - C. Contingency Theory
 - D. Management Science Approach
22. The principle of "Esprit de Corps" focuses on:
- A. Encouraging teamwork and unity among employees
 - B. Giving employees complete autonomy
 - C. Prioritizing individual achievements over teamwork
 - D. Hiring only experienced workers
23. Which of the following is the person responsible for accomplishing an organization's goals by managing the efforts of the organization's people?
- A. Manager
 - B. Entrepreneur
 - C. Generalist
 - D. Marketer
24. Which one of the following is different from the other?
- A. Figurehead
 - B. Disseminator
 - C. Liaison
 - D. Leadership

25. Which part of organizing functions is determining the number of subordinates under the supervision of single manager?
- A. Chain of command
 - B. Span of controls
 - C. Unity of direction
 - D. Controlling
26. Which managerial function is used by a manager to determine how they will distribute resources and organize employees according to a plan?
- A. Organizing
 - B. Leading
 - C. Planning
 - D. Controlling
27. Which of the following functions or activities requires employing and placing qualified personnel needed for the organization so that it may achieve its objectives and goals?
- A. Planning
 - B. Staffing
 - C. Organizing
 - D. Controlling
28. Among the following one is correct about human resource planning?
- A. It is the process of searching for prospective employees and stimulating them to apply for jobs in the organization.
 - B. It can be explained in terms of either choosing the fit candidates, or rejecting the unfit candidates.
 - C. It determines in advance the number & quality of people to be employed.
 - D. It is the ending point in the process of staff procurement
29. Which of the following is not the characteristics of formal organization?
- A. Each employee has delimited authority
 - B. It only exists till members of the organization achieve their interest/s
 - C. Positions in an organization are not personal properties
 - D. Purposefully designed and established to attain certain end results
30. Which one of the following is wrong about the difference between goals and objectives?
- A. Goals are not enough to be measured; objectives can be measured.
 - B. Goals are general intentions; objectives are precise.
 - C. Goals are tangible; objectives are intangible.
 - D. Goals are abstract; objectives are concrete.

31. Sales and marketing, finance and accounting, customer service, and human resources are a few examples of groupings within which organizational design type?
- A. Geographical
 - B. Matrix
 - C. Product
 - D. Functional
32. Which one of the following cases is not a negative impact of informal organizations?
- A. Confrontation to change
 - B. Promotes communication
 - C. Dysfunctional Conflict
 - D. Rumor/Gossip
33. Which of the following indicate the action that major departments and subunits should take to execute a strategic plan?
- A. Operational plan
 - B. Tactical plan
 - C. Single use plan
 - D. Corporate level plan
34. Which of the following specifies the broad set of activities within which organizations members are expected to operate in pursuit of organizational goals?
- A. Budget
 - B. Program
 - C. Project
 - D. Policy
35. Which level of management is the most responsible for the long-term planning where the conceptual skill is highly needed?
- A. First line managers
 - B. Middle level managers
 - C. Supervisory level managers
 - D. Top level managers
36. Which one of the following is the correct sequence of controlling function?
- A. Establishing Standards- Measuring Performance - Taking Corrective Action
 - B. Establishing Standards-Taking Corrective Action-Measuring Performance
 - C. Measuring Performance- Establishing Standards-Taking Corrective Action
 - D. Taking Corrective Action- Establishing Standards- Measuring Performance
37. Which one of the following statements is true?
- A. Management is a discipline where its science and art nature are mutually exclusive.
 - B. Managers can perform other functions of management before performing planning functions.
 - C. Managers are not responsible for non-human resources of the organizations.
 - D. Management is the art of getting things to be done through other people.

38. Identify the odd one:

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| A. Skill of completing accounting tasks | C. Skill of effective communication |
| B. Skill of drafting a design | D. Skill of writing computer programs |

39. Ms. Frehiwot gives press conference/ information to Ethiopian people about the 5G's network importance and its application. What is her role when she does this?

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| A. Entrepreneur | C. Liaison |
| B. Figurehead | D. Spokesperson |

40. Autocratic leadership style may be useful when:

- A.** Experienced staff members with high skill levels will perform the task.
- B.** Leader does not have expertise required to do the task.
- C.** Leader encourages creative inputs from his subordinates.
- D.** Decisions are urgent and problems with time limitations.

41. Which one of the following characteristics of leadership is not a part of trait theory?

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| A. Physical appearance | C. Extroversion |
| B. Self-confidence | D. Leader can be made |

42. Is checking current performance against predetermined standards contained in the plans?

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| A. Staffing | C. Controlling |
| B. Organizing | D. Leading |