

**NATIONAL UNIVERSITY OF LESOTHO**  
**INSTITUTE OF EXTRA MURAL STUDIES**  
**DEPARTMENT OF ADULT EDUCATION**  
**SUPPLEMENTARY EXAMINATIONS**  
**ADE 307: MANAGEMENT TECHNIQS IN ADULT EDUCATION**

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**JULY 2010**

**MARKS: 70**

**TIME: 3 HOURS**

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**INSTRUCTIONS: ANSWER QUESTION 1 AND ANY 2 QUESTIONS**

1. "Management is the utilization of physical and human resources through cooperative efforts, and it is accomplished by performing the functions of planning, organizing, staffing, directing and controlling".

Explain the above management functions giving examples from a workplace or project you know of. (30)

2. Mclelland argues that needs are acquired or learned on the basis of our life experiences. He further groups needs into 3 (three) categories:

Needs for affiliation

Needs for achievement

Needs for power

Explain Mclelland's categories of needs and give 2 examples of each category. (20)

3. F. Taylor believed that the greatest obstacle to harmonious relations between workers and management lay in management's ignorance as to what really is a proper day's work for a worker. Explain Taylor's principles of management which attempted to address the above obstacle.

(20)

4. Explain the following terms/phrases:

a) Role

b) Motivation

c) Management

d) Hygiene factors

e) Supervision

(20)