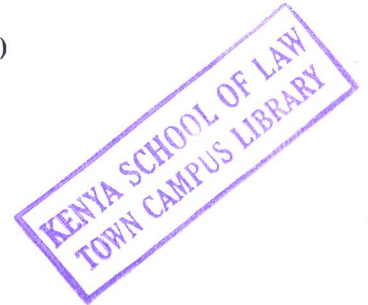


THE KENYA SCHOOL OF LAW



DIPLOMA IN LAW (PARA-LEGAL STUDIES)

2ND YEAR TERM 1



OFFICE PRACTICE & MANAGEMENT II

13TH AUGUST, 2015

DURATION: 2 HOURS

Instructions to Candidates

- (a) Answer Question ONE and ANY OTHER THREE Questions
- (b) Question ONE carries 25 Marks
- (c) All other questions carry 15 Marks each

PLEASE TURN OVER

1. (a) Define the term human resource management. (4 marks)
- (b) Clearly distinguish between manpower planning and human resource planning. (10 marks)
- (c) Discuss the two main outcomes of a job analysis. (7 marks)
- (d) Recruitment is the first active step in following a vacant position in the organization.
Discuss. (8 marks)
2. (a) One aspect of internal mobility of transfer.
Explain the need for transfer in an organization. (7 marks)
- (b) Discuss the steps involved in the selection process. (8 marks)
3. Highlight and explain the FIVE career stages. (15 marks)
4. (a) Human resource management has two main classifications of functions.
Discuss the managerial functions. (8 marks)
- (b) Identify and briefly explain the major steps involved in training programmes. (7 marks)
5. (a) Discuss the human resource planning process activities. (8 marks)
- (b) Outline the benefits of a job analysis. (7 marks)
6. Most organizations currently in the world have aligned their policies in line with strategic human resource management viz a viz Human resource management.
Discuss. (15 marks)