

**NATIONAL UNIVERSITY OF LESOTHO
INSTITUTE OF EXTRA MURAL
DIPLOMA IN ADULT EDUCATION
2022/2023**

FINAL EXAMINATION PAPER

**ADE 3303: ORGANISATION AND ADMINISTRATION OF ADULT EDUCATION
PROGRAMMES**

JANUARY 2023

60 MARKS

3 HOURS

INSTRUCTIONS

- Answer any three (3) questions of your choice
 - Write legibly and proof read your work
 - Begin each question on a new page
 - Number your responses carefully
 - Each question carries 20 marks
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QUESTION 1

As a manager of an organisation, discuss with practical examples one (1) of the following leadership styles you can adopt in running your institution to achieve its goal effectively:

- i. Bureaucratic leadership style;
- ii. Democratic leadership style;
- iii. Autocratic leadership style.

[20 marks]

QUESTION 2

Describe any five (5) characteristics of a formal organisation you are familiar with.

[20 marks]

QUESTION 3

Explain with relevant examples the following organisational principles:

- i. Span of control
- ii. Division of work
- iii. Delegation
- iv. Authority

[20 marks]

QUESTION 4

Identify the three stages of Lewin's theory of change and elaborate on how they can contribute to a smooth change process in an organisation.

[20 marks]

QUESTION 5

Differentiate by giving relevant examples between the concepts 'administration' and 'management'.

[20 marks]

