



**FINAL EXAMINATION**  
**NOVEMBER 2023**

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**COURSE TITLE**            **MANAGEMENT AND LEADERSHIP IN EDUCATION**

**COURSE CODE**            **EMGT3133**

**DATE/DAY**                **23 FEBRUARY 2024 / FRIDAY**

**TIME/DURATION**        **03:00 PM - 05:00 PM / 02 Hour(s) 00 Minute(s)**

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**INSTRUCTIONS TO CANDIDATES:**

1. Please read the instruction under each section carefully.
2. Candidates are reminded not to bring into examination hall/room any form of written materials or electronic gadget except for stationery that is permitted by the Invigilator.
3. Students who are caught breaching the Examination Rules and Regulation will be charged with an academic dishonesty and if found guilty of the offence, the maximum penalty is expulsion from the University.

(This Question Paper consists of 3 Printed Pages including front page)

**\*\*\*DO NOT OPEN THE QUESTION PAPER UNTIL YOU ARE TOLD TO DO SO\*\*\***

This question paper consists of TWO (2) questions. Answer ALL questions in the answer booklet provided. [50 MARKS]

*Kertas soalan ini mengandungi DUA (2) soalan. Jawab SEMUA soalan dalam buku jawapan yang disediakan.* [50 MARKAH]

**QUESTION 1**

**(25 Marks)**

In the realm of education, exploration and analysis of the fundamental concepts and principles of management and leadership, is a particular emphasis on the pivotal role of communication within educational settings.

- a) Give **THREE (3)** key concepts related to communication in educational settings, and justify their significance in effective management and leadership within educational institutions. (15 marks)
- b) Justify **TWO (2)** strategies for enhancing communication skills, particularly listening and observing, in the context of educational leadership. (10 marks)

**SOALAN 1**

**(25 Markah)**

*Dalam bidang pendidikan, penerokaan dan analisis konsep serta prinsip asas pengurusan dan kepimpinan, adalah penekanan khusus pada peranan penting komunikasi dalam persekitaran pendidikan.*

- a) Berikan **TIGA (3)** konsep utama yang berkaitan dengan komunikasi dalam persekitaran pendidikan, dan nyatakan kepentingannya dalam pengurusan dan kepimpinan yang berkesan dalam institusi pendidikan. (15 markah)
- b) Wajarkan **DUA (2)** strategi untuk meningkatkan kemahiran komunikasi, terutamanya mendengar dan memerhati, dalam konteks kepimpinan pendidikan. (10 markah)

**QUESTION 2**

**(25 Marks)**

Give **FIVE (5)** key factors, and justify their significance, contributing to effective management and leadership in educational settings based on a literature review, with a particular emphasis on addressing difficulties related to parent-school relationships such as the ability to accomplish assignments, irregular attendance, study habits in school, negative attitudes, and problems with self-discipline.

**SOALAN 2**

**(25 Markah)**

Berikan **LIMA (5)** faktor utama, dan justifikasikan kepentingannya, yang menyumbang kepada pengurusan dan kepimpinan yang berkesan dalam tetapan pendidikan berdasarkan kajian literatur, dengan penekanan khusus untuk menangani kesukaran yang berkaitan dengan hubungan ibu bapa-sekolah seperti keupayaan untuk menyelesaikan tugas, kehadiran yang tidak teratur, tabiat belajar di sekolah, sikap negatif dan masalah disiplin diri.

\*\*\* END OF QUESTION PAPER \*\*\*

\*\*\* KERTAS SOALAN TAMAT \*\*\*

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