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Bachelors of Business Administration (Distance)

Home Assignment – IIIrd year – Semester VI

Marks : 80

Training & Development

Code : HR 71614

Note :

- * The Paper consists of two sections I & II
- * Attempt any 4 questions from Section I
- * Questions from Section I carry equal marks
- * Section II is Compulsory

Section- I

Q.1 a) Define HRM and explain the role of Personnel policies & principles. (15)

OR

Q.1 b) Explain in brief the importance of training & development.

Q.2.a) Elaborate the factors which influence employee's performance in an organization. (15)

OR

Q.2 b) What are the benefits of the training programme.

Q.3 a) Explain the methods that are used in the Need Assessment. (15)

OR

Q.3 b) What are the different techniques that are used for training ?

Q.4. Write short notes (Any 3) : (15)

- (1) Organisation of HRM department
- (2) Evaluation of Training Programme
- (3) Inputs in training & development
- (4) Role of the Trainer
- (5) Training as a Strategic tool

Section- II (15)

Q.5. Multiple choice questions :

- 1) _____ is concerned with people dimension in Management.
 - a) HRM
 - b) HRD
 - c) Marketing
 - d) Personnel policies

- 2) _____ guides Managers in formulating policies, programmes, procedures & practices.
 - a) Policies

- b) Strategies
 - c) Principles
 - d) Personnel policies
- 3) _____ has become increasingly vital to the success of modern organizations.
- a) Change
 - b) Training
 - c) Education
 - d) Problem solving
- 4) _____ refers to those learning opportunities designed to help employees grow.
- a) Training
 - b) Development
 - c) Education
 - d) Problem solving
- 5) _____ represent feeling & beliefs of individual toward others.
- a) Perception
 - b) Attitude
 - c) Behaviour
 - d) Integrity
- 6) Person Analysis helps to identify who needs _____.
- a) Education
 - b) Training
 - c) Development
 - d) Problem solving
- 7) _____ should be selected on the basis of self nomination, recommendations of supervisors by the Human Resources Department itself.
- a) Trainees
 - b) Trainers
 - c) Senator Managers
 - d) Top level Managers
- 8) In _____ instruction, training is offered without the intervention of a trainer.
- a) Programmed
 - b) Unprogrammed
 - c) Simulation
 - d) Lecture
- 9) _____ focuses on emotional issues rather than actual ones.
- a) Lecture
 - b) On the job
 - c) Role playing
 - d) Simulation

- 10) Lecture is a _____ presentation of information by an instructor to a large audience.
- Verbal
 - Written
 - Programmed
 - Structured
- 11) Evaluation of training programme must be _____.
- Continuous
 - Specific
 - Standard based
 - All of these
- 12) The decision to use a training strategy must be based on _____.
- Time
 - Cost
 - Space
 - All of these
- 13) Among the training methods, _____ is a means of training that complements a method.
- Technique
 - Process
 - Cycle
 - Procedure
- 14) Among the training methods _____ is widely used because of its simplicity & flexibility.
- Lecture
 - Simulation
 - Role playing
 - On the job
- 15) The objectives of training is to achieve a change in the behaviour of those _____.
- Trainees
 - Trainer
 - Trained
 - All of these

Q.5. Write True or False :

(5)

- HRM is concerned with the people dimension in the Management.
- A procedure is a plan of action.
- Personnel policy is an isolated document.
- Training & Development Programmes may be conducted by immediate Supervisors.
- In Simulation method, the instructor assigns parts taken from case materials to group members.