BBA (H) Semester-VI Examination, 2022-23

Bachelor of Business Administration [Honours]

Course ID : 63217   **Course Code : DSE-04**
(HRM:Elective-IV)

Course Title : Training and Development

Time : 3 Hours   Full Marks : 80

The figures in the right-hand margin indicate marks.

Candidates are required to give their answers in their own words as far as practicable.

Illustrate the answers wherever necessary.

GROUP—A

1. Choose the best alternative from the following options for each question (Answer **all**):   1×10=10

    i)   Training refers to the process of imparting _____skills.

        a) Specific

        b) General

        c) Important

        d) Over all

        e) None of the above

    ii) _____ is tangible in nature

        a) Development

        b) Training

        c) Recruitment

        d) Both (a) and (b)

        e) None of the above

    iii) Which of the following is not a method of group training need identification?

        a) Quality Circle

        b) Work sample

        c) Exit interview

        d) MBO

        e) None of the above

    iv) Which of the following is method of off the job training?

        a) Supervision

        b) Job instruction

        c) Role plays

        d) Job rotation

        e) None of the above

v) Pre-job training is otherwise known as:

a) Orientation training

b) Safety training

c) Job training

d) Promotional training

e) None of the above

vi) Organization, where employees are provided with the opportunity to learn on continuous basis is known as:

a) Formal

b) Informal

c) Bureaucratic

d) Learning

e) None of the above

vii) In a _____ an employee moves to an equivalent role in an organization for job training and career development

a) Transfer

b) Promotion

c) Lateral move

d) Job rotation

e) None of the above

viii) _____is related to a decision to place a selected individual in one job rather than another.

a) Placement

b) Selection

c) Recruitment

d) Induction

e) None of the above

ix) _____Technique of training helps to improve attitude and behavior.

a) Sensitivity training

b) Conference

c) Management games

d) Lecturing

e) None of the above

x) The following is (are) the benefit(s) of training.

a) Increased productivity

b) Reduced accidents

c) Reduced supervision

d) Any of the above

e) None of the above

GROUP–B

2. Answer the following questions (any **ten**): 2×10=20

a) What do you mean by employee training?

b) What is on the job training method?

c) Write the full form of TNA.

d) What are the difference between training and development?

e) Why is it said that training design is a matter of experience?

f) What is feedback?

g) What is meant by training implementation?

h) Mention two advantages of receiving feedback.

i) Who is a trainer?

j) State any two problems of training.

k) What is the definition of learning?

l) Describe one of your preferred training methods.

m) What is a Seminar?

n) What is a case study?

o) What do you understand by a training group?

GROUP–C

3. Answer the following questions (any **four**): 5×4=20

a) What qualities does a company expect in a trainer?

b) What are the key criteria for a training program to be affective?

c) What are the objectives of a training program in a company?

d) Write a short note on role play method.

e) Write down the difference between on the job training and off the job training method.

f) Mention key factors in designing and development of a training programmer.

GROUP–D

4. Answer the following questions (any **three**):

10×3=30

a) Briefly describe the role of a trainer in a company.

b) What are the key issues that should be addressed in the design, conduct, and evaluation of training programs?

c) What are the advantages and disadvantages of group discussion method?

d) Explain the importance of listening skills in training program.

e) Briefly describe how technology helps in training program.

f) Write down the different types of training method used by an organization.

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