

Enrolment No.....



Faculty of Management Studies
End Sem (Odd) Examination Dec-2019
MS3EH03 Training and Development

Programme: BBA

Branch/Specialisation: Management

Duration: 3 Hrs.

Maximum Marks: 60

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d.

- Q.1
- i. The following is not a on the job training method 1
 - (a) Understudies
 - (b) Job rotation
 - (c) Management by objectives
 - (d) Case study method
 - ii. Which training programs are done in schools where employees are taught on equipment similar to that used on the job? 1
 - (a) Job simulation
 - (b) Vestibule training
 - (c) Apprentice programs
 - (d) Off the job training
 - iii. The first phase of a training programme is a training needs analysis. What does this aim to do? 1
 - (a) Establish the training resources required
 - (b) Identify the training objectives
 - (c) Produce selection criteria
 - (d) All of these
 - iv. Which of the following is not a stage in the systematic training cycle? 1
 - (a) Assessing training needs
 - (b) Evaluation
 - (c) Planning the training
 - (d) Job instruction on a one to one basis
 - v. Which of the following are features of a management training program? 1
 - (a) Job rotation
 - (b) Understudy position
 - (c) On-the-job coaching
 - (d) All of these
 - vi. Improving current and future management performance is called: 1
 - (a) Job rotation
 - (b) Job training

	(c) Lifelong learning	(d) Management development	P.T.O.
		[2]	
vii.	Comparison of on-the-job behaviour before and after training programs can be classified as	1	
	(a) Measuring reaction (b) Measuring learning		
	(c) Measuring behaviour (d) Measuring results		
viii.	An evaluation in which the performance level of employees is measured against established standards in order to make decisions about promotions, compensation, additional training or hiring is called:	1	
	(a) Performance evaluation (b) Performance appraisal		
	(c) Performance analysis (d) Orientation		
ix.	In talent management end to end process, workforce and succession planning leads to:	1	
	(a) Compensation management		
	(b) Performance management		
	(c) Learning management systems		
	(d) E-recruiting		
x.	Benefits of Talent Management include:	1	
	(a) A reduction in the recruitment cycle		
	(b) Creating a competitive advantage		
	(c) A good external recruitment strategy		
	(d) None of these		
Q.2	i. Generally, on what principles training programs are based?	3	
	ii. Discuss the objectives of an effective training programme and its importance to the organisation?	7	
OR	iii. Explain in detail various methods and techniques used for Training.	7	
Q.3	i. Write a descriptive note on Training Need Analysis of an organisation.	4	
	ii. Explain the step-by- step process of training.	6	
OR	iii. Write short note on:	6	
	(a) Implementation of training		
	(b) Follow up Training		

Q.4	i. What do you mean by Management Development program?	2
	ii. Explain various methods of management development programs in detail.	8
	[3]	
OR	iii. Write short note on:	8
	(a) Sensitivity Training (b) Job Rotation	
Q.5	i. What are the objectives of post training evaluation?	4
	ii. How training is helpful for an individual and organization. Explain.	6
OR	iii. What are training evaluation programs? Who are the participants?	6
Q.6	Attempt any two:	
	i. What is Talent Management? Explain its benefits.	5
	ii. Write the process of talent management.	5
	iii. Write 5 biggest talent management challenges for HR in present Era.	5

Marking Scheme

MS3EH03 Training and Development

Q.1	i.	The following is not a on the job training method (d) Case study method	1
	ii.	Which training programs are done in schools where employees are taught on equipment similar to that used on the job? (b) Vestibule training	1
	iii.	The first phase of a training programme is a training needs analysis. What does this aim to do? (b) Identify the training objectives	1
	iv.	Which of the following is not a stage in the systematic training cycle? (d) Job instruction on a one to one basis	1
	v.	Which of the following are features of a management training program? (d) All of these	1
	vi.	Improving current and future management performance is called: (d) Management development	1
	vii.	Comparison of on-the-job behaviour before and after training programs can be classified as (c) Measuring behaviour	1
	viii.	An evaluation in which the performance level of employees is measured against established standards in order to make decisions about promotions, compensation, additional training or hiring is called: (a) Performance evaluation	1
	ix.	In talent management end to end process, workforce and succession planning leads to: (a) Compensation management	1
	x.	Benefits of Talent Management include: (b) Creating a competitive advantage	1

Q.2	i.	Three Principles with explanation	(1 mark*3)	3
	ii.	Objectives Importance	3.5 marks 3.5 marks	7
OR	iii.	On the job Off the job	3.5 marks 3.5 marks	7

Q.3	i.	Descriptive note on Training Need Analysis (Point wise explanation)	4 marks	4
	ii.	Process of training. (Point wise explanation)	6 marks	6
OR	iii.	Write short note on: (a) Implementation of training (b) Follow up Training	3 marks 3 marks	6
Q.4	i.	Management Development program (Point wise explanation with example)	2 marks	2
	ii.	4 Methods with example	(2 mark*4)	8
OR	iii.	Write short note on: (a) Sensitivity Training Point wise explanation with example (b) Job Rotation Point wise explanation with example	(1 mark*4) (1 mark*4)	8
Q.5	i.	Objectives of post training evaluation (4 Points with explanation)	(1 mark*4)	4
	ii.	Training is helpful with example	(3 mark*2)	6
OR	iii.	Training evaluation programs Who are the participants	5 marks 1 mark	6
Q.6		Attempt any two:		
	i.	Talent Management Benefits.	2 marks 3 marks	5
	ii.	Process of talent management. (Point wise explanation)	5 marks	5
	iii.	5 Biggest talent management 5 Point of explanation with example	(1 mark*5)	5
