

GLS UNIVERSITY
Faculty of Computer Applications & Information Technology

BCA Programme
Semester III

210303301 Principles of Management
Assignment – Unit 4

I Do as Directed:

1. _____ includes any activity that helps employees acquire new, or improve existing, knowledge or skills.
2. _____ is a formal process by which talent development professionals help individuals improve performance at work.
3. _____ is the acquisition of knowledge, skill, or attitude that prepares people for new directions or responsibilities.
4. Training and Development helps Employees overcome _____.
5. Employee training and development can be an effective tool for _____ and _____.
6. List common forms of Employee Development.
7. Describe Employee Training and Development.
8. Describe Management Training and Development.
9. List the current trends in Training & Development.
10. List the types of Training.
11. _____ software can customize how training content is delivered to a learner.
12. _____ learning is a process that encourages employees to learn by doing and iterate often, inspiring organizational change and buy-in.
13. Technical Training: A type of training meant to teach the new employee the
14. technological aspects of the job.
15. _____ Training means familiarizing employees with the means of preventing, detecting, and eliminating non-quality items, usually in an organisation that produces a product.
16. _____ Training includes development of skills and proficiency needed to actually perform the job.
17. _____ Training is skills that refer to personality traits, social graces, communication, and personal habits that are used to characterize relationships with other people.
18. _____ Training is a type of training required to be up to date in one's own professional field.
19. _____ is job oriented.
20. _____ is career oriented.
21. _____ refers to the process of increasing the knowledge, skills and abilities of employees for doing a work.
22. _____ refers to the overall growth of the employees.
23. _____ has main aim is overall growth of employees.
24. _____ has main aim is to help the employee to do the job better.
25. _____ involves teaching technical skills.
26. Training has narrow scope than Development. (True/ False)
27. Training is career oriented. (True/ False)
28. Development is more suitable for technical staff. (True/ False)
29. Trainees are non-managerial here. (True/ False)
30. Compensation or Remuneration is a systematic approach to provide monetary value to employees in exchange for work performed by them.
31. List the types of Compensation that can be offered to employees.
32. List three main categories of compensation.
33. Base Pay of employee can be only fixed income. (True/ False)
34. When an employee is compensated based on _____, they are given an agreed upon rate based on some sort of action of the employee.
35. A commission is based on _____.
36. _____ is compensation to employees who work more than 40 hours a week.

37. A _____ is a set amount or percentage based on an achieved target or objective.
38. Bonuses can also be _____ based.
39. Bonuses based on _____ evaluations are common in positions where the employee cannot meet a specific target.
40. _____ is a kind of bonus given to employees based on the performance and profits of the company in a year or a quarter.
41. _____ is usually a percentage of the profit for the period that is divided across the eligible employees.
42. _____ are a compensation method that gives employees money towards work-related expenses like transportation, housing, or food.
43. _____ are given to employees for free simply because they work for the company.
44. _____ are almost always a percentage reduction in a product or service price.
45. List some of the point that describe the Importance of Employee Compensation.
46. List external factors Affecting Employee Compensation.
47. List internal factors Affecting Employee Compensation.
48. List the steps involved in Compensation Planning.
49. List the steps involved in Compensation Process.
50. List Compensation Principles.
51. _____ is a process by which an executive can direct, guide and influence the behavior and work of others towards accomplishment of specific goals in a given situation.
52. _____ is the ability of a manager to induce the subordinates to work with confidence and zeal.
53. Leaders are required to develop _____ visions.
54. Leadership is an _____ process. (inter-personal/ intra-personal)
55. List characteristics of Leadership.
56. Leader gets his authority from his _____
57. Manager gets his authority by _____.
58. Management is _____. (Art/ Science)
59. Leadership is _____. (Art/ Science)
60. Management can be termed as _____. (Reactive/ Proactive)
61. Leadership can be termed as _____. (Reactive/ Proactive)
62. All leaders may not be managers. (True/ False)
63. List the types of Leadership Styles.