**BACHELOR OF MANAGEMENT STUDIES**

**SYBMS (Semester IV)**

**TRAINING AND DEVELOPMENT**

**SAMPLE QUESTIONS**

1. \_\_\_\_\_\_\_\_\_ is off the job training method.

i)Seminar

ii)Job rotation

iii)Internship

iv) job instruction

1. \_\_\_\_\_\_\_\_\_\_is a second step in training needs assessment.

i) Task

ii) Organisational

iii) Person

iv) Human

1. Evaluation helps determine the extent to which\_\_\_\_\_\_\_\_have been achieved.

i) efficiency

ii) profit

iii) organisational objectives

iv) employee

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_is the set of events that affect trainees so that learning is facilitated.

i) Training outlook

ii) Performance tryout

iii) training program

iv)Training design

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an integral part of human resources management.

i) Training outlook

ii) Performance tryout

iii) training program

iv)Training design

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ means the trainee is asked questions in order to ensure that he / she real knows and understand job.

i) presenting the operation

ii) Performance tryout

iii) Developing training package

iv)overall evaluation

1. In \_\_\_\_\_\_\_\_\_\_ job training, the trainee undergoes the training for a specific period.

i) on the job

ii) off the job

 iii) ongoing job

iv) overall job

1. A needs is \_\_\_\_\_\_\_\_\_\_\_\_ the process of identifying the "gap" between required and current performance.

i) assessment

ii) Teaching

iii) learning

iv) measuring

1. \_\_\_\_\_\_\_\_\_\_is the act of improving one's knowledge and skill to improve his / her job performance & is job oriented.

i) Training

ii)Development

iii) Recruitment

 iv) selection

1. \_\_\_\_\_\_\_\_\_\_\_\_\_help to identify employees who need training that is whether employee's current performance or expected performance indicates a need for training.

i) organisational analysis

ii) person analysis

iii) task analysis

iv) feedback analysis.

1. Training is the act of increasing the \_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_\_ of an employee for doing a particular job.
	1. Theory, practical
	2. Knowledge, skill

 iii) Goal, motivation

 iv) Salary, work

1. \_\_\_\_\_\_\_\_\_\_\_\_analysis centre’s primarily upon the determination of the organisations goals.

i) Operational

 ii) Organisational

iii) Person

 iv) Human

1. \_\_\_\_\_\_\_\_\_\_\_analysis focuses on the task or job regardless of the employee doing the job.

 i) Operational

 ii) Organisational

 iii) Person

 iv) Human

1. \_\_\_\_\_\_\_\_\_\_\_type of training involves the movement of the trainee from one job to another.

 i)Job rotation

ii) Coaching

iii) Internship

 iv) Lecture

1. Job instruction is also known as training through\_\_\_\_\_\_\_\_\_\_\_\_

.i) Internship

ii) Coaching

iii) Step by step

iv) Role playing

1. \_\_\_\_\_\_\_\_\_\_analysis reviews the knowledge,attitudes and skills of the incumbent in each position.

i) Operational

ii) Organisational

iii) Person

iv) Human

1. The lecture is \_\_\_\_\_\_\_\_\_\_\_and direct method of instruction.

i) Traditional

ii) modern

iii) untraditional

iv) indirect

1. Under the \_\_\_\_\_\_\_\_\_\_\_group of trainees are given and asked to solve an actual organisational problem.

i) Internship

ii) Committee assignment

iii) coaching

iv) lecture

1. In \_\_\_\_\_Method actual work conditions are simulated in a classroom.

i) Vestibule

ii) coaching

iii)role playing

iv) case study

1. \_\_\_\_\_\_\_following is not a on the job training method.

i)Understudies

ii)Job rotation

iii)Management by objectives (MBO)

iv) Case study method

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_involves organisational analysis, person analysis and task analysis.

i) Coaching

 ii) Need assessment

iii) Training

iv) Role playing

1. \_\_\_\_\_\_\_\_\_\_\_\_\_ is undertaken to determine the knowledge, skills and ability necessary to complete the various tasks involved in a total job.

i) organisational analysis

ii) person analysis

iii) task analysis

iv) feedback analysis.

1. In the\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a group meeting is concluded wherein the members discuss and share a problem common to them by oral participation

i)business games

ii)conference method

iii)Role playing

iv) Feedback analysis

1. \_\_\_\_\_\_\_\_\_\_\_\_\_is a structured approach to training which require an orderly progression through a series of steps.

i) Job instruction training (JIT)

ii) job enlargement

iii) job enrichment

1. \_\_\_\_\_\_\_\_\_\_involves preparing an individual for a future job and growth of an individual in all respects.

i)Training

ii) Development

iii)Need assessment

iv) lecture

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a planned and organised learning process.

i) HPT

ii)Management development

iii)career development

iv)career path

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a systematic approach to improving individual and organisational performance.

i)HPT,

ii) Management development

iii)career development

 iv)career path

1. \_\_\_\_\_\_\_based on the assumption that human performance is lawful,drawing principles from numerous fields including psychology,systems theory,engineering, and business management.

i) counselling

ii) Development

 iii) training

iv) HPT

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is an evaluation of where you stand on these three factors will be a good strating point for making plans for success.

i)counselling

ii) technical competence

iii) personal integrity

iv) self evaluation balance sheet

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_consists of activities undertaken by the individual employee and the organisation to meet career aspirations and job requirement.

i) career path

ii) career development

iii) teaching development

iv) career growth

1. \_\_\_\_\_\_\_\_is a process of directing the employees to solve their emotional problems through advice,reassurance,communication,release of tension .

i) non-direcitve counselling

ii) Directive counselling

iii) co-operative counselling

iv) feedback counselling

1. \_\_\_\_\_\_\_is the process of skillful listening and encouraging a counsellee to explain bothersome emotional problems, understand them and determine the course of action.

i) non-direcitve counselling

ii) Directive counselling

iii) co-operative counselling

iv) feedback counselling

1. Career planning through \_\_\_\_\_\_\_\_has better chance of success.

i)self development

ii) succession planning

iii) job responsibilities

iv) effective intelligence

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a planned and organised learning process.

i)Management development

ii) Task analysis

iii) Performance

iv) layout

1. The transferring of executives from job to job and from department to department in a systematic manner is called\_\_\_\_\_\_\_\_\_\_.

i) Job rotation

ii) job analysis

iii) job enlargement

iv) job enrichment

1. The Main objective of management development is to prepare managers for handling overall \_\_\_\_\_\_\_\_\_\_in the organization.

i) Responsibility

 ii) Deficiency

iii) Authority

iv) development

1. In \_\_\_\_\_\_\_\_\_effect the appraiser tend to give high ratings and only positive feedback to the appraisee

i) leniency

ii) Recency

iii) Halo

iv) development

1. The \_\_\_\_\_\_\_\_\_\_\_helps to eliminate Redundant activities

i) Knowledge management

ii) Global management

iii) Talent Management

iv) authority

1. \_\_\_\_\_\_is the process of assessing the performance of consisting of series of step.

i) Basket method

 ii) performance

iii) Appraisal

iv)Skill Development

1. \_\_\_\_\_\_\_is a systematic approach to improving individual and organisational performance.

i) Directive counseling

ii) Human performance

iii) Improvement

iv) job satisfaction

1. \_\_\_\_\_\_\_\_\_\_\_\_\_is the process of ensuring that qualified person are available to assume key managerial positions, Whenever these full vacant due to untimely death, premature firing, resignation and retirements.

i)Performance appraisal

ii)Succession planning

iii)MBO

iv)Career Development

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the programme by which executive capacities to achieve desired objectives are increased.

i)Executive development

ii)career development

iii)teaching development

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_is not a step in succession planning.

i) staffing and development

ii) creating congenial environment

iii)To prepare managements staffing plan

iv)External Benchmarking

1. All the following are the issues for which counselling, except\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

i) Stress

ii) Family problem

iii) Gambling

iv) Health problem

1. Organizational consultancy are provided issues for \_\_\_\_\_\_\_\_\_\_\_\_\_.

i)Work related stress

 ii)Trauma

iii)Drug and Alcohol problem

iv)Depression)

1. \_\_\_\_\_\_\_\_is not a type of counselling.

i)Telling

ii) Manipulating

iii)Arguing

iv)Advising

1. Co-operative counselling is a\_\_\_\_\_\_\_\_\_\_\_\_ counsellor-counselee relationship that establishes a cooperative exchange of ideas to help solve a counselee's problems.

i) Different

 ii) Personal

iii) Mutual

 iv) Direct

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_career stage whereas an individual has chosen career, he requires regular feedback on his performance.

i) Exploration

ii) Decline

iii) Establishment

iv) Mild-career

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in this career stage employees try to retain the name they have established in their career

i) Exploration

ii) Decline

iii) Establishment

iv) Mild-career

1. \_\_\_\_\_\_\_\_\_\_\_\_\_is an act Of communication because it is an exchange of ideas, and feeling between two people nominally a counsellor and a counselee

i) counseling

ii) Succession planning

iii) HPI

iv) development

1. \_\_\_\_\_\_\_\_\_\_is also called as full circle appraisal.

i) MBO

 ii) 360 appraisal,

 iii) Team appraisal

iv) improvement

1. In \_\_\_\_\_\_\_\_\_\_\_\_\_the trainee is placed under a particular supervisor who acts as an instructor or teacher job knowledge.

i) Coaching

 ii) job rotation

 iii) case study

iv) team appraisal

1. \_\_\_\_\_\_\_is concerned with measuring individuals effectiveness in their roles, understanding their aspirations and determining which development actions would be most appropriate.

 i) Directive counseling

 ii) Human performance

 iii) performance measurement

iv) improvement

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_is future oriented activity.

i) Global talent management

ii) Knowledge management

iii) human management

iv) improvement

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the process by which talent is sought, developed and directed to achieve business goals.

i) Talent Management

ii) Performance Management

iii) Grievances Management

iv) human management

1. Performance appraisal is also called as\_\_\_\_\_\_\_\_\_\_\_\_-.

i) Service Rating

ii) Structure Rating

iii) System Rating

iv) Strategy Rating

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is essentially a discussion of a problem that usually has an emotional dimension.

i) learning

ii) Teaching

iii) Counselling

iv) Treating

1. Non-directive counselling is alternatively called \_\_\_\_\_\_\_\_\_\_\_\_centred counselling.

i) Customer

ii) Employee

iii) Employer

iv) Client

1. Co-operative counselling is a \_\_\_\_\_\_\_counsellor-counselee relationship that establishes a cooperative exchange of ideas to help solve a counselee's problems.

i) Different

 ii) Personal

iii) Mutual

 iv) Direct

1. \_\_\_\_\_\_\_\_\_career stage begins with the candidate getting the first job.

i) Exploration

ii) Decline

iii) Establishment

iv) Mild-career

1. The appraisal process begins with the establishment of performance\_\_\_\_\_\_\_\_\_\_\_\_

i) Standard

ii) Measurement

iii) Improvement

iv) Guidance

1. The actual performance is compared with the\_\_\_\_\_\_\_\_\_\_standards.

i) Decided

 ii) Improved

 iii) Predetermined

iv) Real

1. \_\_\_\_\_\_\_\_\_\_\_method is also called as goal—setting approach.

i) MBO

ii) BARS

iii) 360 degree

iv) Essay appraisal

1. The three commonly used methods of ranking are alternation,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and forced distribution.

i)alternative

ii) paired comparison

iii) forced distribution

iv) alternation

1. The employees are categorized as "Top Standard" and "Bottom" and placed under a \_\_\_\_\_\_\_curve.

i) alternative

ii) paired comparison

iii) forced distribution

iv) Checklist method

1. \_\_\_\_\_\_\_\_\_\_\_\_\_concentrates on the behavioural traits displayed by the employees.

i) MBO

ii) BARS

iii) 360 degree

iv) Essay appraisal

1. In \_\_\_\_\_\_\_\_\_\_effect, the appraiser tend to give high ratings and only positive feedback to the appraisee.

i) Halo effect

ii) Leniency effect

 iii) Stringency effect

 iv) Recency effect

1. \_\_\_\_\_\_\_\_\_\_\_\_\_knowledge is put in paper or electronic format.

i) Explicit

ii) Implicit

iii) Electronic

iv) Useful

1. knowledge is stored organized in a \_\_\_\_\_\_\_\_\_\_\_.

i) Repository

ii) Storage

iii) Utilisation

iv) Sharing

1. The knowledge management help to eliminate \_\_\_\_\_\_\_\_\_activities.

i) regular

ii) Special

iii) Redundant

 iv) Poor

1. \_\_\_\_\_\_\_\_\_is not an importance of training..

i)Higher productivity

ii) Higher morale

iii) Adaptability

iv) Panel research

1. \_\_\_\_\_\_\_\_\_is not a step in training.

i)organisational objective

ii) training policy

iii) performance tryout

 iv) increasing competition

1. \_\_\_\_\_\_\_\_\_\_\_\_is a criteria for identifying training needs.

i)skill analysis

ii) organisational analysis

iii)group analysis

iv) job analysis

1. \_\_\_\_\_\_is not function of counselling.

i)performance

ii) advice

iii)communication

iv) reorientation

1. \_\_\_\_\_\_\_\_\_\_\_\_\_is not stages of career development cycle.

i)exploratory

 ii) establishment

iii)maintenance

iv) balance stage

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_consists of all activities by which executive learn to improve their behavior and performance.

i)management development

ii) multiple management

iii)talent management

iv) knowledge management

1. Under the method\_\_\_\_\_\_\_the trainees are divided into groups or different teams.

i)coaching

ii) business games

iii) case study

 iv)simulation

1. Managerial \_\_\_is a six phase programme lasting from three to five years.

i)plan

ii) grid

iii) role

iv) discussion

1. The main objective of sensitivity training is the development of awareness of and sensitivity of \_\_patterns of oneself and others.

i)behavioural

ii) personal

iii) social

iv) economical

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_career stage represents the completion of one's career usually culminating into retirement.

i) Exploration

ii) Decline

iii) Establishment

iv) Mild-career

1. Development is a \_\_\_\_\_\_\_\_\_\_\_process.

i) Explanatory

ii) continuous

iii)job enrichment

iv) emotional process.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_refers to the process of identifying and developing the future leadership of the company.

i) internship

ii) MDP

iii)Succession planning

iv)career planning.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a management technique to map out career movement and growth opportunities.

i) HRD

ii) counselling

 iii)career choice

iv) Career planning

1. In \_\_\_\_\_\_\_\_\_\_\_\_\_the trainee is placed under a particular supervisor who acts as an instructor and teaches job knowledge.

i) Coaching

ii) Job rotation

iii) Case study

iv) Simulation

1. Under \_\_\_\_\_\_\_\_\_\_technique the situation is duplicated in such a way that it carries a closer resemblance to the actual job situation.

i)Coaching

 ii) Job rotation

iii) Case study

iv) Simulation

1. The transferring of executive from job to job in a systematic manner is called \_\_\_\_\_\_\_\_\_\_\_.

i)Coaching

ii) Job rotation

 iii) Case study

iv) Simulation

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_is a meeting of several people to discuss the subject of common interest.

i) Coaching

ii) Job rotation

 iii) Conference

iv) Simulation

1. The \_\_\_\_\_\_\_\_\_\_organizes the material and gives it to a group of trainees in the form of talk.

i) Coach

ii) Job rotator

iii) Lecturer

 iv) Employee

1. \_\_\_\_\_\_\_\_\_\_\_\_is a description of a management problem as viewed or presented to a decision-maker.

i) Case

ii) incident

iii) Lecturer

iv) conference

1. \_\_\_\_\_\_\_\_\_\_\_\_results in an over-simplified view and blurs the assessment of job performance.

i)Recency Effect

ii) Halo Effect

 iii) Stereo Typing

iv) Horn Effect

1. \_\_\_\_\_is not stages in the process of talent management.

i)attracting talent

ii)managing succession

 iii) selecting talent

iv) high potential talent

1. \_\_\_\_\_\_\_\_is not six principles oof effective global talent management.

i)cultural embeddedness

 ii)balance of global and local needs

iii) motivation

iv) management involvement

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a framework which recognises that the evaluation of corporate performance involve multi-dimensional approaches and accordingly incorporates both financial and non financial measure.

i) balanced scorecard

ii)EFQM

iii)EVA

iv) performance review

1. \_\_\_\_\_\_\_\_\_is a multiple assessment of several individuals performed simultaneously by a group of trained evaluators using a variety of group and individual exercises.

i) Assessment centre

ii)BARS

 iii)MBO

 iv) FIELD review method

1. \_\_\_\_\_\_\_\_\_\_\_\_are the principles of right and wrong that are accepted.

i) ethics

 ii) objectives

 iii)features

 iv) goals

1. \_\_\_\_\_\_viewd as strategy approach to managing human capital throughout the career cycle.

i) knowledge management

ii) talent management

iii)global management

iv)Hipo

1. \_\_\_\_\_\_\_\_\_\_\_\_is allowing past performance to influence present evaluation.

i) stereo type effect

ii) horn effect

 iii)halo effect

iv)spill over effect

1. \_\_\_\_\_\_\_\_\_\_focuse on high performing individuals also known as high potentials.

i) knowledge management

ii) talent management

iii)global talent management

iv)Hipo

1. \_\_\_\_\_\_is the desire component of productive engagement the extent to which employees want to perform well.

i) resources

ii) motivation

iii)alignement

iv)capability

100. \_\_\_\_\_\_\_\_of the following is not a area of training.

i)Company policies

ii)Specific skills

iii)Job satisfaction

iv) Human relation