

**Semester - II**  
**Human Resource Management**  
**Training & Development**

**1. The imparting of knowledge and skill to perform a specific job is known as**

- a) Training
- b) Development
- c) Learning
- d) All of the above

**Ans: Training**

**2. "Training is the act of increasing the knowledge and skills of an employee for doing a particular job." The definition is given by**

- a) Dale Yorder
- b) Wertner and Davis
- c) Edwin B. Flippo
- d) Michael Armstrong

**Ans: Edwin B. Flippo**

**3. A learning process in which employees get an opportunity to develop their skills and knowledge is called**

- a) Development
- b) Training
- c) Job evaluation
- d) Human Resource planning

**Ans: Training**

**4. Identify the first step of a training programme**

- a) Identification of trainees
- b) Identification of training need
- c) Selection of trainers
- d) Selection of method & techniques of training

**Ans: Identification of training need**

**5. \_ is a method of off-the-job training**

- a) Role playing
- b) Project assignment
- c) Job instruction
- d) Vestibule training

**Ans: Role playing**

**6. 'Off-the job' training is conducted**

- a) Outside factory premises
- b) Inside conference hall
- c) Inside the factory premises
- d) Training department

**Ans: Outside factory premises**

**7. Apprenticeship method of training is needed mainly for**

- a) Driver
- b) Teacher
- c) Sales person
- d) None of the above

**Ans: Driver**

**8. The final step of on-the-job training is**

- a) Preparing learning material
- b) Follow up
- c) Presentation
- d) Role playing

**Ans: Follow up**

**9. Management games, case study, role playing etc are included in**

- a) Vestibule training
- b) Job instruction training
- c) Simulation training
- d) T-Group training

**Ans: Simulation training**

**10. Pedagogy means**

- a) Method and practice of teaching
- b) Classroom lecture
- c) On the job training
- d) Maintaining records on training

**Ans: Method and practice of teaching**

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