

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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