

Question type: Subjective

Marks: 5

What are the three levels of training needs analysis / assessment required to be done in organisations?

Maximum Characters:385

0 of 385 characters (0%)

Question type: Subjective

Marks: 5

What do you understand by 'Human Resource Development'?

Maximum Characters:385

Human Resource Development (HRD) is the framework for helping employees develop their personal and organizational skills, knowledge, and abilities.

HRD is one of the most significant opportunities that employees seek when they consider you as an employer. The ability, and encouragement, to continue to develop their skills help you to retain and motivate employees.

368 of 385 characters (95%)

Question type: Subjective

Marks: 5

Write one line each for Kolb's four basic modes of experiential learning.

Maximum Characters:385

0 of 385 characters (0%)

You have answered all allowed optional questions. If you wish to answer this question, please delete/ clear answer of any one of the

Question type: Subjective

Marks: 5

Write down few reasons managers and employees resist training and development efforts as a change model in organisation.

Maximum Characters:500

1-Inability to see the relevance. One reason that your employees may be resisting your training program is because they are unable to see how it relates to them or what the outcome will be.
2-Fear of losing control. This comes into play especially for seasoned employees who are required to continue training mid-career.
3-The job market is fluid
4-Fear of change
5-Feeling undervalued by their employer
6-Feeling undervalued by their employee
7-Generational differences.

471 of 500 characters (94%)

Question type: Subjective

Marks: 5

List down the sequence of the tasks, which are involved in conducting the Training and Development Audit.

Maximum Characters:500

Requesting Financial Documents-After notifying the organization of the upcoming audit, the auditor typically requests documents listed on an audit preliminary checklist.
Preparing an Audit Plan-The auditor looks over the information contained in the documents and plans out how the audit will be conducted.
Scheduling an Open Meeting
Conducting Onsite Fieldwork
Drafting a Report-The auditor prepares a report detailing the findings of the audit.
Setting Up a Closing Meeting

478 of 500 characters (95%)

Question type: Subjective

Explain the concept of Management by Objective (MBO). How does it help employees to perform better?

Maximu

Management by Objectives (MBO) is a process in which a manager and an employee agree upon a set of specific performance goals, or objectives, and jointly develop a plan for reaching them
MBO is primarily used as a tool for strategic planning, employee motivation, and performance enhancement.
It is intended to improve communication between employees and management, increase employee understanding of company goals, focus employee efforts upon organizational objectives, a

478 of 500 characters (95%)

Question type: Subjective

What are the five stages in career development cycle or career cycle of an individual?

Maximum

1-exploration-Many of the critical choices individuals make about their careers are made prior to entering the workforce on a paid basis.
2-The establishment period begins with the search for work and includes our First job, being accepted by our peers, learning the job
3-mid-career-At this point in a career, one is expected to have moved beyond apprenticeship to worker-status.
4-late career- individuals are no longer learning, they teach others on the basis of the knowledge they have gained]

499 of 500 characters (99%)

Question type: Subjective

List down the key activities involved in designing a training program.

Maximum

Maximum Characters

the key activities in designing a training program are-
Step 1: Perform a Training Needs Assessment
Step 2: Keep Adult Learning Principles in Mind
Step 3: Develop Learning Objectives
Step 4: Design Training Materials
Step 5: Develop Your Training Materials
Step 6: Implement the Training
Step 7: Evaluate the Training
Step 8: Rinse, Lather, and Repeat Any Step When Necessary]

377 of 500 characters (75%)

Question type: Subjective

Differentiate between Recruitment and Selection.

Maximum

Maximum Characters

the differences between the two are:
1. Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organisation
WHEREAS selection involves the series of steps by which the candidates are screened for choosing the most suitable persons for vacant posts
Recruitment is a positive process i.e. encouraging more and more employees to apply WHEREAS selection is a negative process as it involves rejection of the unsuitable candidates

490 of 500 characters (98%)

HRDT -1.

Question type: Subjective

Mark

Which critical questions does the Donald Kirkpatrick's training efforts evaluation framework answer? Mention the 4 criteria / levels of training evaluation.

Maximum Char

Level 1: Reaction-Measuring how engaged they were, how actively they contributed, and how they reacted to the training helps you to understand how well they received it.

Level 2: Learning-Level 2 focuses on measuring what your trainees have and haven't learned

Level 3: Behavior-This level helps you to understand how well people apply their training. It can also reveal where people might need help

Level 4: Results-At this level, you analyze final results of your training.

479 of 500 characters (95%)

Question type: Subjective

Marks: 5

Explain the management training and development evaluation framework - CIPP.

Maximum Characters:500

Designed to assist administrators in making informed decisions, CIPP is a popular evaluation approach in educational settings

This approach, developed in the late 1960s, seeks to improve and achieve accountability in educational programming through a "learning-by-doing" approach

The context evaluation stage of the CIPP Model creates the big picture of where both the program and evaluation fit

To complement context evaluation, input evaluation can be completed

reviewing program quality is a key

500 of 500 characters (100%)

Question type: Subjective

Marks: 5

Write a short note on Neuro-linguistic programming.

Maximum Characters:500

NLP stands for Neuro-Linguistic Programming. Neuro refers to your neurology, Linguistic refers to language; programming refers to how that neural language functions. In other words, learning NLP is like learning the language of your own mind!

Neuro-Linguistic Programming, or NLP, provides practical ways in which you can change the way that you think, view past events, and approach your life.

Neuro-Linguistic Programming shows you how to take control of your mind, and therefore your life.

495 of 500 characters (99%)

Question type: Subjective

Marks: 5

What are the steps involved in the employee selection process?

Maximum Characters:500

the employee selction process usually entails notifications or advertising, reveiwling, screening, interviewing, testing then selcting the best available candiadtes.
steps included in employee selection process are-
1- announcing the job
2- reviewing candiadte applications/ CVs
3- initial candiadte screening
4- in person dept interview
5- final candiadte selection
7- testing and medical examination(if required)

415 of 500 characters (83%)

What are the advantages of internal sources of recruitment?

Maximum Characters:385

The advantages of internal recruitment
Reduce time to hire.
Shorten onboarding times
Cost less
Create resentment among employees and managers.
Leave a gap in your existing workforce.
Limit your pool of applicants.
Result in inflexible culture.

244 of 385 characters (63%)

What do you understand by 'Training Design'? List down the six issues that relate to practice and learning.

Maximum Characters:385

Training design is developing new training and educational courses and lessons for your existing employees
It roots out the gaps in training and fills them in with new material for better performance
It also allows your team to grow their skills rather than becoming static in their role
1.Hectic employee schedules
2.Adispersed workforce
3.Different learning habits
4.Lack engagement

385 of 385 characters (100%)

Question type: Subjective	Mark
What are the major factors that determine the success and influence the outcome of Training and Development activities in any organisation?	
Maximum Char	
<div>1. Required Knowledge and Goals-There is a defined minimum amount of knowledge and skills employees should possess before starting a training and development program. 2. Clearly communicate expectations. In the job description or program description include a list of expectations—both of the trainer and trainee. 3. Motivate from within 4. Establish consistent progress check-ins</div>	
381 of 385 characters (98%)	

Question type: Subjective	Marks: 5
Write a short note on Neuro-linguistic programming.	
Maximum Characters:385	
<div>NLP is Set of rules and techniques proposed for modifying behavior in achieving self improvement, self management, and more effective interpersonal communications. Based on certain assumptions about how language and movements of eyes and body affect brain (neurological) functions NLP is similar to self-hypnosis.</div>	
315 of 385 characters (81%)	

Question type: Subjective

Marks: 5

What are the steps involved in the employee selection process?

Maximum Characters:385

Choose a Recruitment Strategy-Using a three-tier model to categorize your recruiting sources can help you understand how effectively they are working for your organization
Measurement and Assessments -The best way to determine candidate fit for a particular job is by taking a holistic approach to your assessments
Define (or Refine) Your Candidate Experience
reviewing application

385 of 385 characters (100%)

Question type: Subjective

Marks: 5

Differentiate between Recruitment and Selection.

Maximum Characters:385

recruitment-It is an activity of establishing contact between employers and applicants.
selection-It is a process of picking up more competent and suitable employees.

recruitment-It encourages large number of Candidates for a job.
selection-It attempts at rejecting unsuitable candidates.

recruitment-It is a positive approach.
selection- it is negative approach.

365 of 385 characters (94%)

Question type: Subjective

Marks: 5

What is your understanding of On-the-Job-Training (OJT)? Write down two advantages of OJT over Classroom Training.

Maximum Characters:385

on the job training (OJT) Employee training at the place of work while he or she is doing the actual job.
Usually a professional trainer (or sometimes an experienced employee) serves as the course instructor using hands-on training often supported by formal classroom training.
Advantages over classroom are:-
easy to learn difficult tasks
easy to improve actual skills

370 of 385 characters (96%)

Question type: Subjective

Marks: 5

What is Training Audit? What is its purpose?

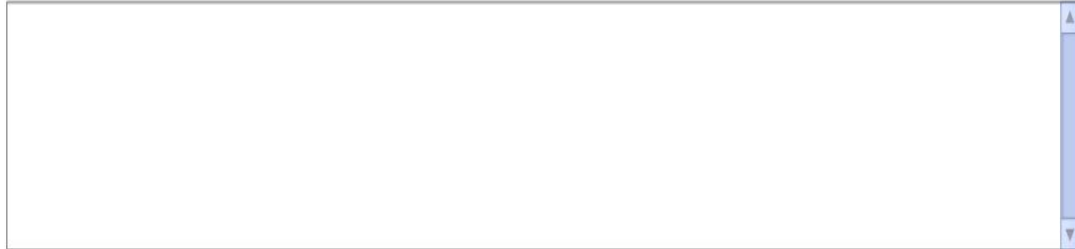
Maximum Characters:385

A training audit provides organizations with an overview of the effectiveness and efficiency of its training/learning function.
The purpose of the training audit is to identify the strengths and weaknesses of the training/learning function in terms of its current responsibilities and future commitments.

306 of 385 characters (79%)

What are the organisational objectives of training the employees?

Maximum Characters:385



0 of 385 characters (0%)

Question type: Subjective

Marks: 5

What is competency-based training? How it is different from traditional education?

Maximum Characters:385



0 of 385 characters (0%)

Question type: Subjective

Marks: 5

What are the steps involved in the employee selection process?

Maximum Characters:385

Hiring the right sales person is critical. for it following steps are needed:-

- Step 1: Advertise the sales position. ...
- Step 2: Resume screening. ...
- Step 3: Phone interview. ...
- Step 4: Face-to-face interview. ...
- Step 5: Assessment. ...
- Step 6: Secondary face-to-face interview. ...
- Step 7: Job Shadow

305 of 385 characters (79%)

Question type: Subjective

Marks: 5

Write a short note on 360 Degree feedback.

Maximum Characters:385

360 Degree Feedback is a system or process in which employees receive confidential, anonymous feedback from the people who work around them. This typically includes the employee's manager, peers, and direct reports. A mixture of about eight to twelve people fill out an anonymous online feedback form that asks questions covering a broad range of workplace competencies.

371 of 385 characters (96%)

Question type: Subjective

Marks: 5

Explain the experiential training method - Behaviour Modelling.

Maximum Characters:385

0 of 385 characters (0%)

Question type: Subjective

Marks: 5

Explain the management training and development evaluation framework - CIPP.

Maximum Characters:385

CIPP evaluation model is a Program evaluation model which was developed by Daniel Stufflebeam and colleagues in the 1960s. CIPP is an acronym for Context, Input, Process and Product. CIPP is an evaluation model that requires the evaluation of context, input, process and product in judging a programme's value.

311 of 385 characters (80%)

Question type: Subjective

Marks: 5

Explain the concept of Management by Objective (MBO). How does it help employees to perform better?

Maximum Characters:385

Management by Objectives (MBO) is a personnel management technique where managers and employees work together to set, record and monitor goals for a specific period of time. Organizational goals and planning flow top-down through the organization and are translated into personal goals for organizational members.
it helps in better understanding and achievement of objectives by the

385 of 385 characters (100%)

Question type: Subjective

Marks: 5

How do functional skills and background knowledge help the shop floor workers in contributing towards Total Quality Management?

Maximum Characters:385

Question type: Subjective

Marks: 5

Write a short note on Cost Benefit Analysis of training.

Maximum Characters:385

Question type: Subjective

Marks: 5

What are the organisational objectives of training the employees?

Maximum Characters:385

Question type: Subjective

Marks: 5

How do functional skills and background knowledge help the shop floor workers in contributing towards Total Quality Management?

Maximum Characters:385

Question type: Subjective

Marks: 5

Write a short note on Cost Benefit Analysis of training.

Maximum Characters:385

Question type: Subjective

Marks: 5

What are the uses of Performance Appraisal and feedback mechanism in organisations?

Maximum Characters:385

the uses are:-

1. identification of individual strenghts and weaknesses
2. assistance in goal identification
3. performance feedback
4. recognition of individual performance
5. identification of individual training needs
6. evulation of goal attainment

Question type: Subjective

Marks: 5

What is a Lesson Plan? List down the constituents of a Lesson Plan.

Maximum Characters:385

Question type: Subjective

Marks: 5

Write down few reasons managers and employees resist training and development efforts as a change model in organisation.

Maximum Characters:385

resistence to change refers to managers and employees unwillingness to change due to following reasons:-

1. they may anxious about the change
2. they do not understand the value of new practice
3. change may result in less control over resources/ processes to them
4. they may loose the capability of influencing employess and accesss databases

Question type: Subjective

Marks: 5

Write a short note on 360 Degree feedback.

Maximum Characters:3

360 Degree Feedback is a system or process in which employees receive confidential, anonymous feedback from the people who work around them. This typically includes the employee's manager, peers, and direct reports. A mixture of about eight to twelve people fill out an anonymous online feedback form that asks questions covering a broad range of workplace competencies.

Question type: Subjective

Marks: 5

What are the five stages in career development cycle or career cycle of an individual?

Maximum Characters:385

Exploration Many of the critical choices individuals make about their careers are made prior to entering the workforce on a paid basis.

Establishment The establishment period begins with the search for work and includes our First job being accepted by our peers

Mid-career Most people do not face their first severe dilemmas until they reach their mid-career stage

Late career

Decline

Question type: Subjective

Marks: 5

What is Training Audit? What is its purpose?

Maximum Characters: 385

A training audit provides organizations with an overview of the effectiveness and efficiency of its training/learning function. The purpose of the training audit is to identify the strengths and weaknesses of the training/learning function in terms of its current responsibilities and future commitments. Since every organization is unique, each training audit is customized.

Question type: Subjective

Marks: 5

Explain the concept of Management by Objective (MBO). How does it help employees to perform better?

Maximum Characters: 385

Management by Objectives (MBO) is a process in which a manager and an employee agree upon a set of specific performance goals, or objectives, and jointly develop a plan for reaching them. Formulating clearer goals is a great way to lead the employees at all levels of organization to have a common direction. MBO, aiming at effective utilization of human resource seeks to achieve the

Question type: Subjective

Marks: 5

Write down few reasons managers and employees resist training and development efforts as a change model in organisations.

Maximum Characters: 385

Inability to see the relevance
Fear of losing control.
The job market is fluid
Fear of change
Feeling undervalued by their employer
Generational differences.
Punishment aspect.

176 of 385 characters (45%)

Question type: Subjective	Marks: 5
List down the sequence of the tasks, which are involved in conducting the Training and Development Audit.	
Maximum Characters:385	
<div></div>	
Question type: Subjective	Marks: 5
What are the organisational objectives of training the employees?	
Maximum Characters:385	
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Question type: Subjective	Marks: 5
How do functional skills and background knowledge help the shop floor workers in contributing towards Total Quality Management?	
Maximum Characters:385	
<div></div>	
Question type: Subjective	Marks: 5
Write a short note on Cost Benefit Analysis of training.	
Maximum Characters:385	
<div></div>	

- Q1. What is training audit? What is its purpose?**
- Q2. Explain the experimental training method-behavioral modelling?**
- Q3. List down few benefits of compensation based HRD system>**
- Q4. What are the advantages of internal sources of recruitment?**
- Q5. What are the steps involved in employee selection process?**
- Q6. Write a short note on 360 degree feedback?**
- Q7. What are the organization objectives of training the employees?**

Q8. List down key activities involved in designing a training program?

Q9. What is your understanding in on-the-job training (OJT)? Write down two advantages of OJT over classroom training?

Q10. What is compensation based training? How it is different from transactional education?

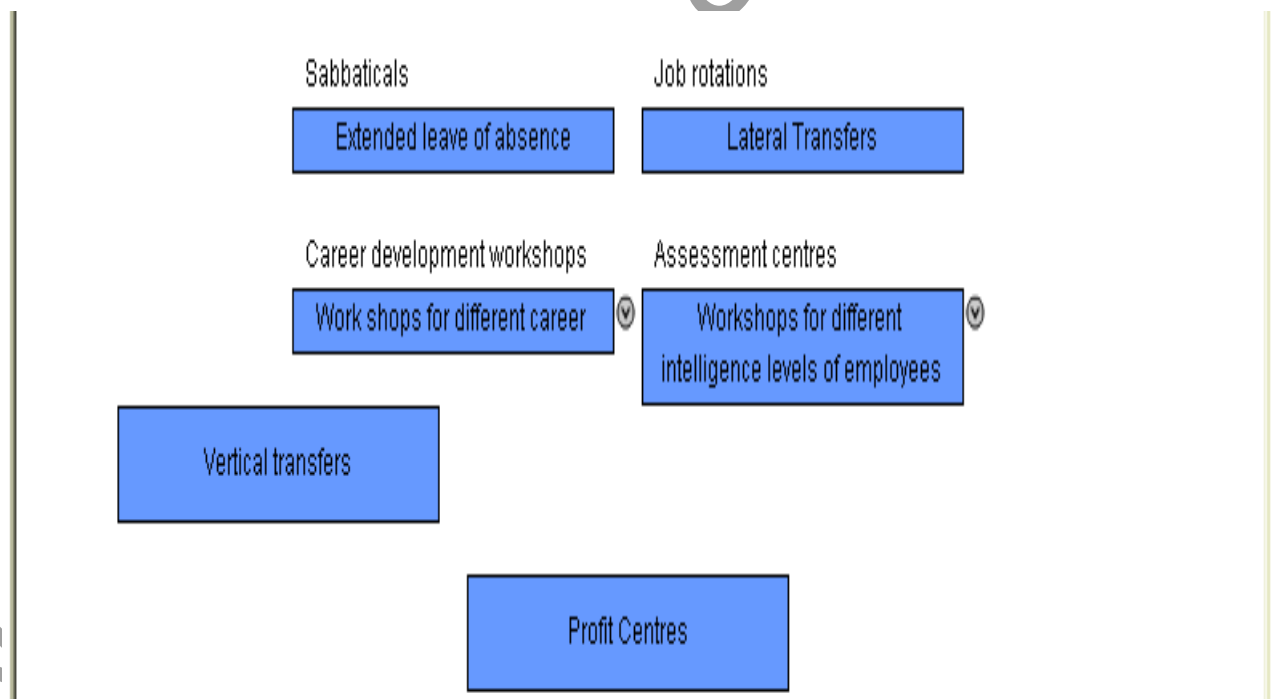
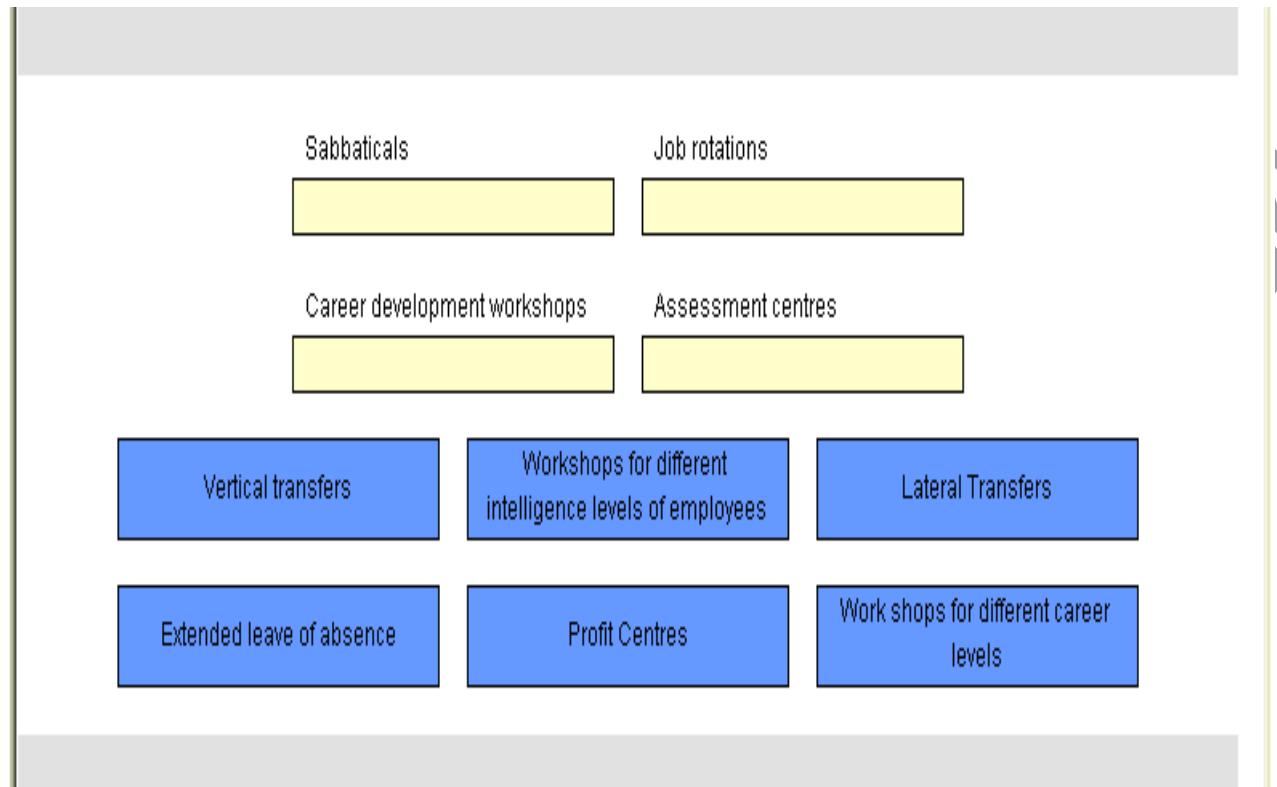
Q11. What are the major factors that determine the success and importance of the outcome of training & development activities in an organization?

Q12. List down few benefits of a competency based HRD system?

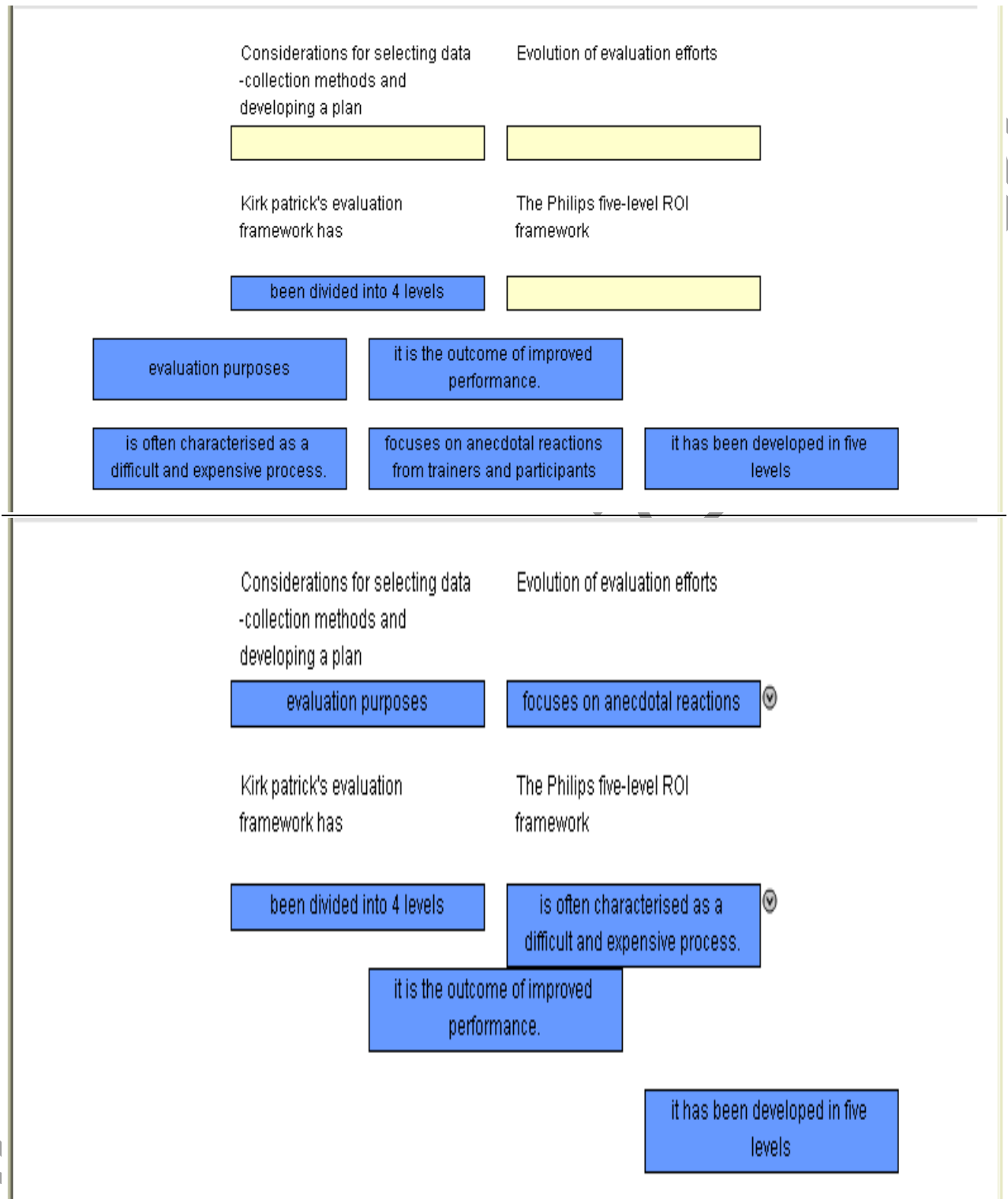
Q13. Mention some of the essential skills/qualities of a good trainer?

Q14. What are the reasons for training need assessment in an organization?

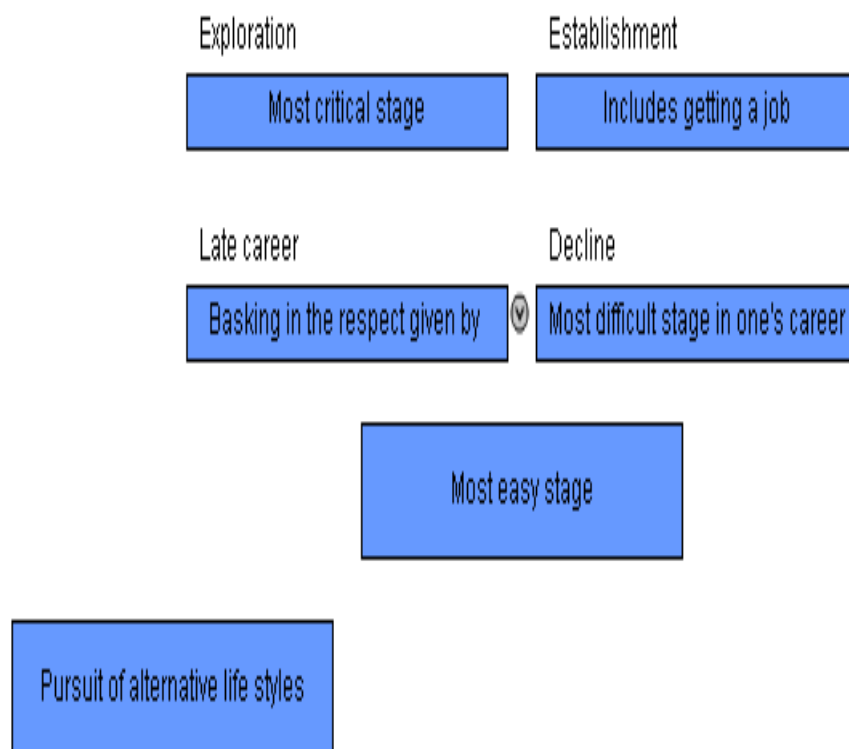
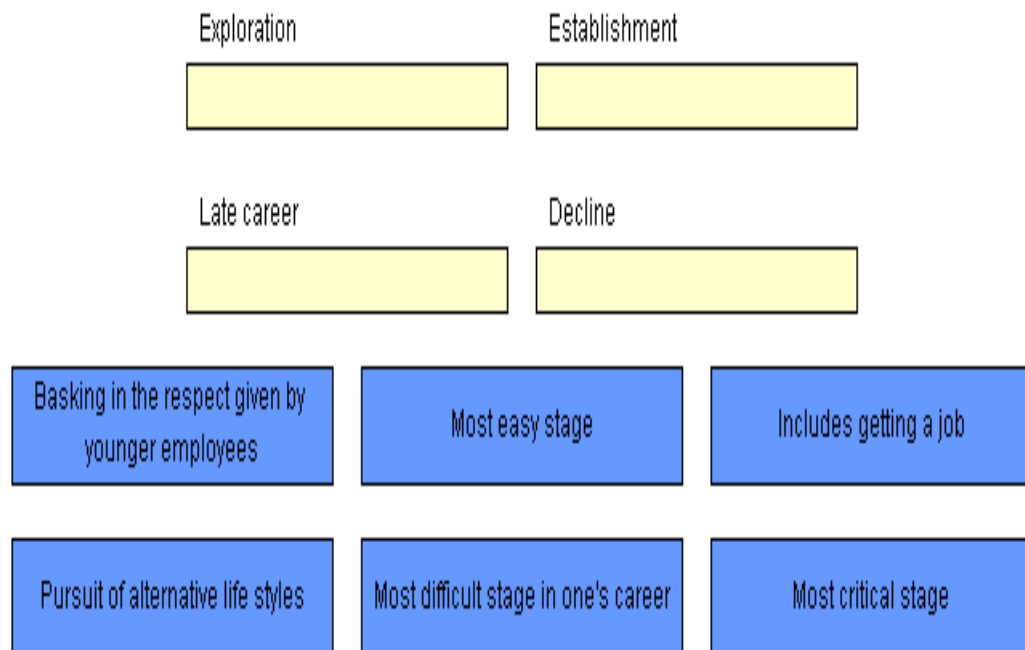
HRDT -1.



HRDT -1.



HRDT -1.

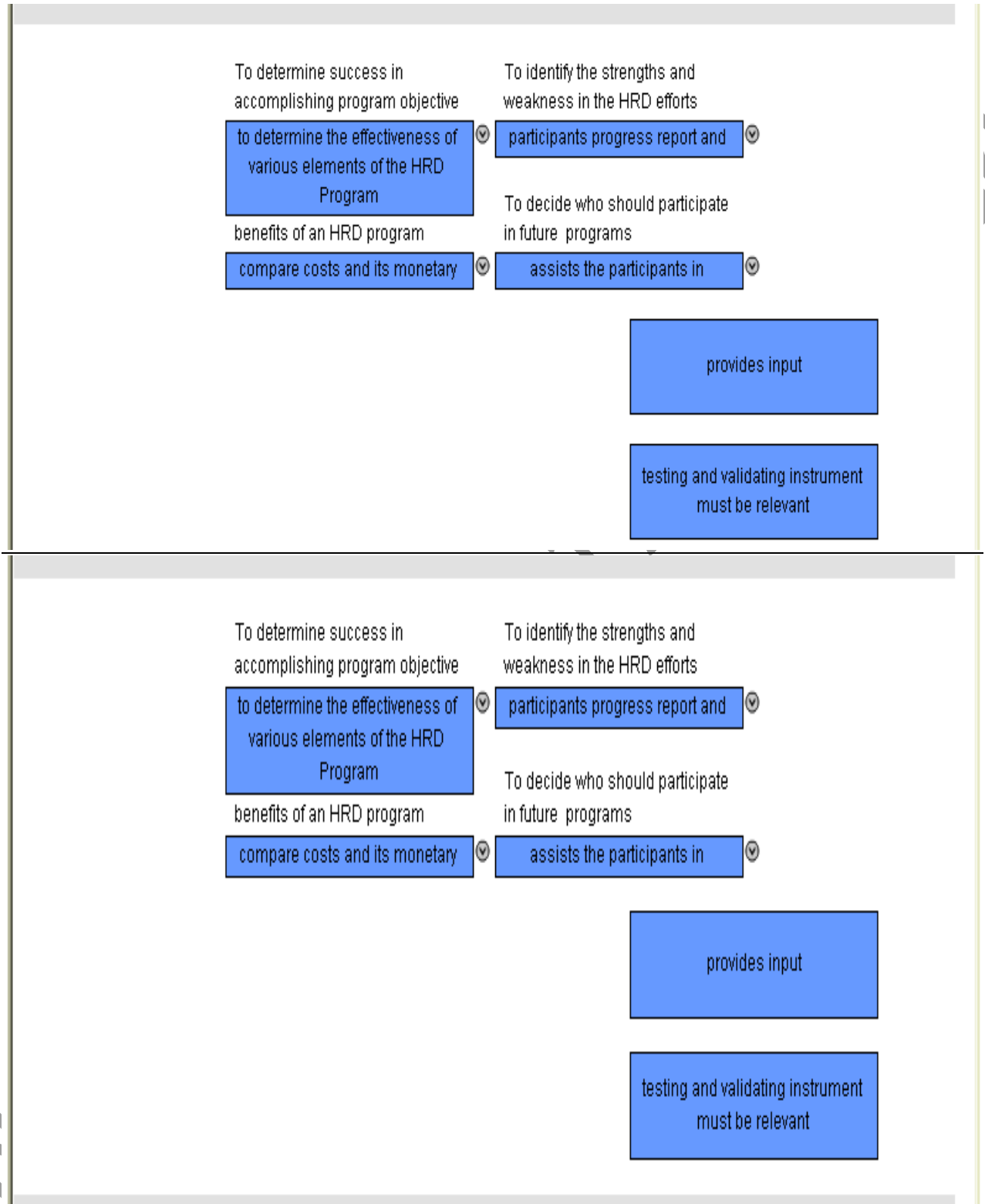


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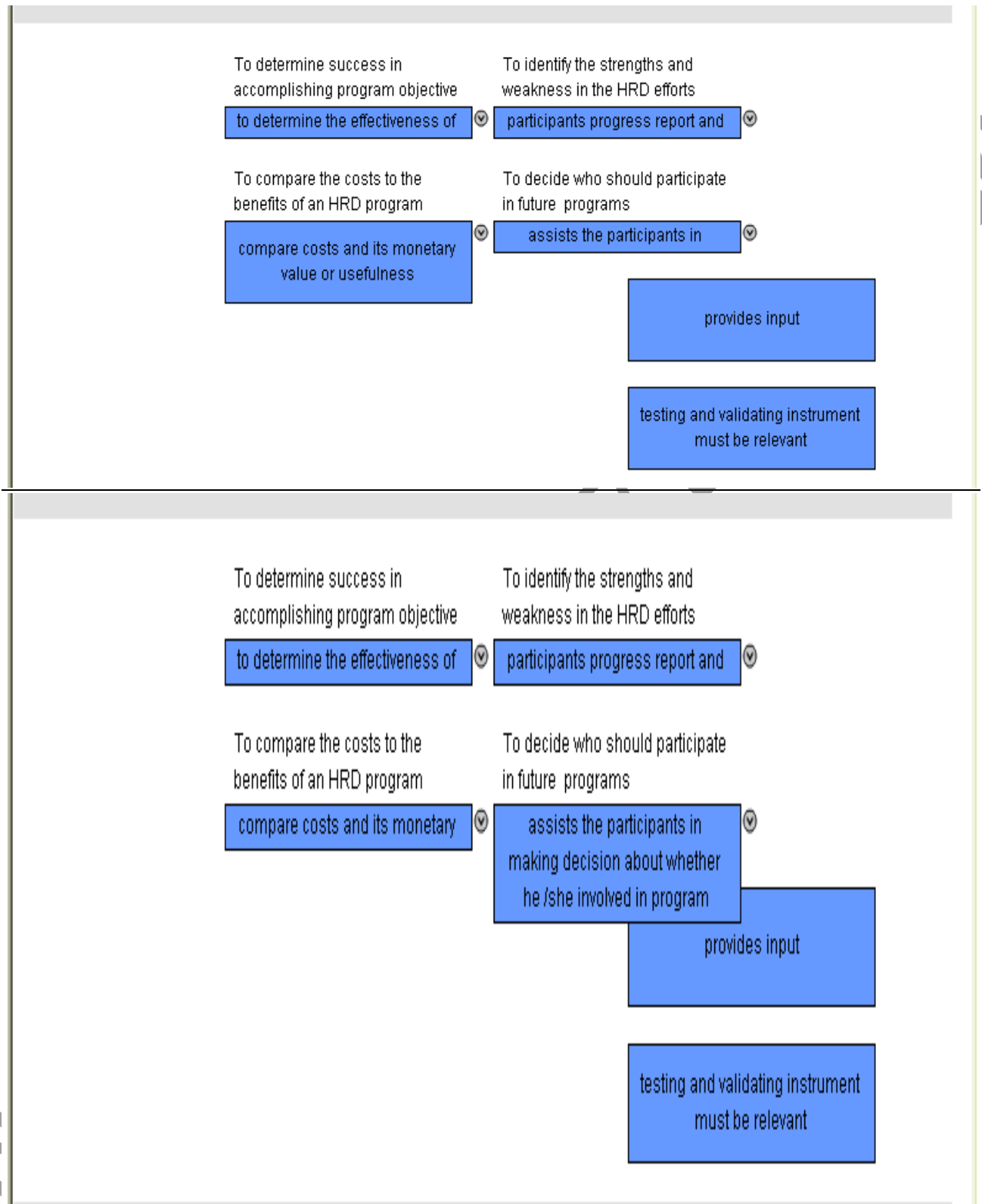
Invented the process known as 'modelling'	Father of modern hypnotherapy	
<input type="text"/>	<input type="text"/>	
Creator of Gestalt therapy	The mother of modern day family therapy	
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<input type="text" value="Bandler and Grinder"/>	<input type="text" value="Virfininia Satir"/>	<input type="text" value="Alfred York"/>
<input type="text" value="Fritz Perls"/>	<input type="text" value="Shaun Tyson"/>	<input type="text" value="Dr. Milton Ericson"/>

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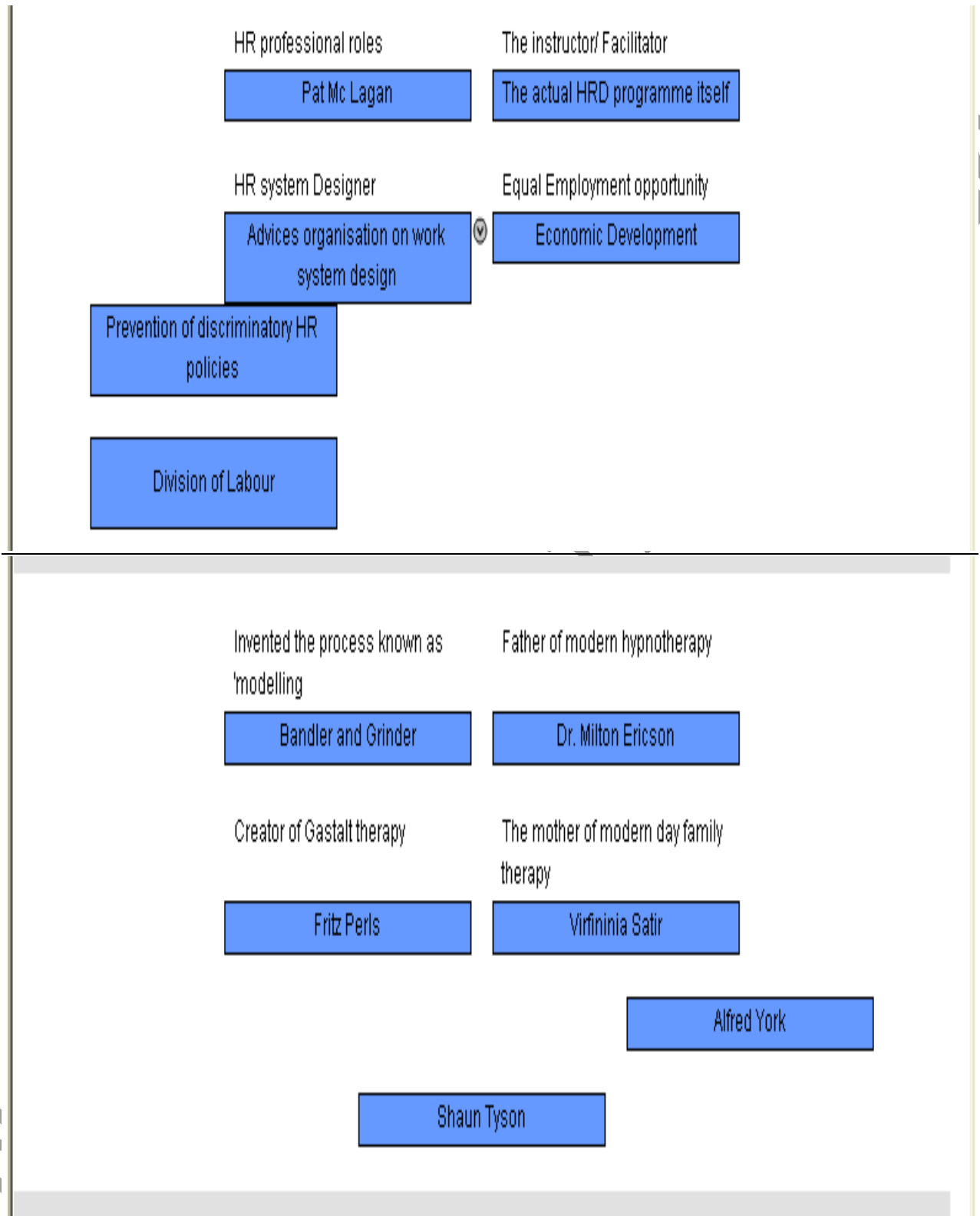
HRDT -1.



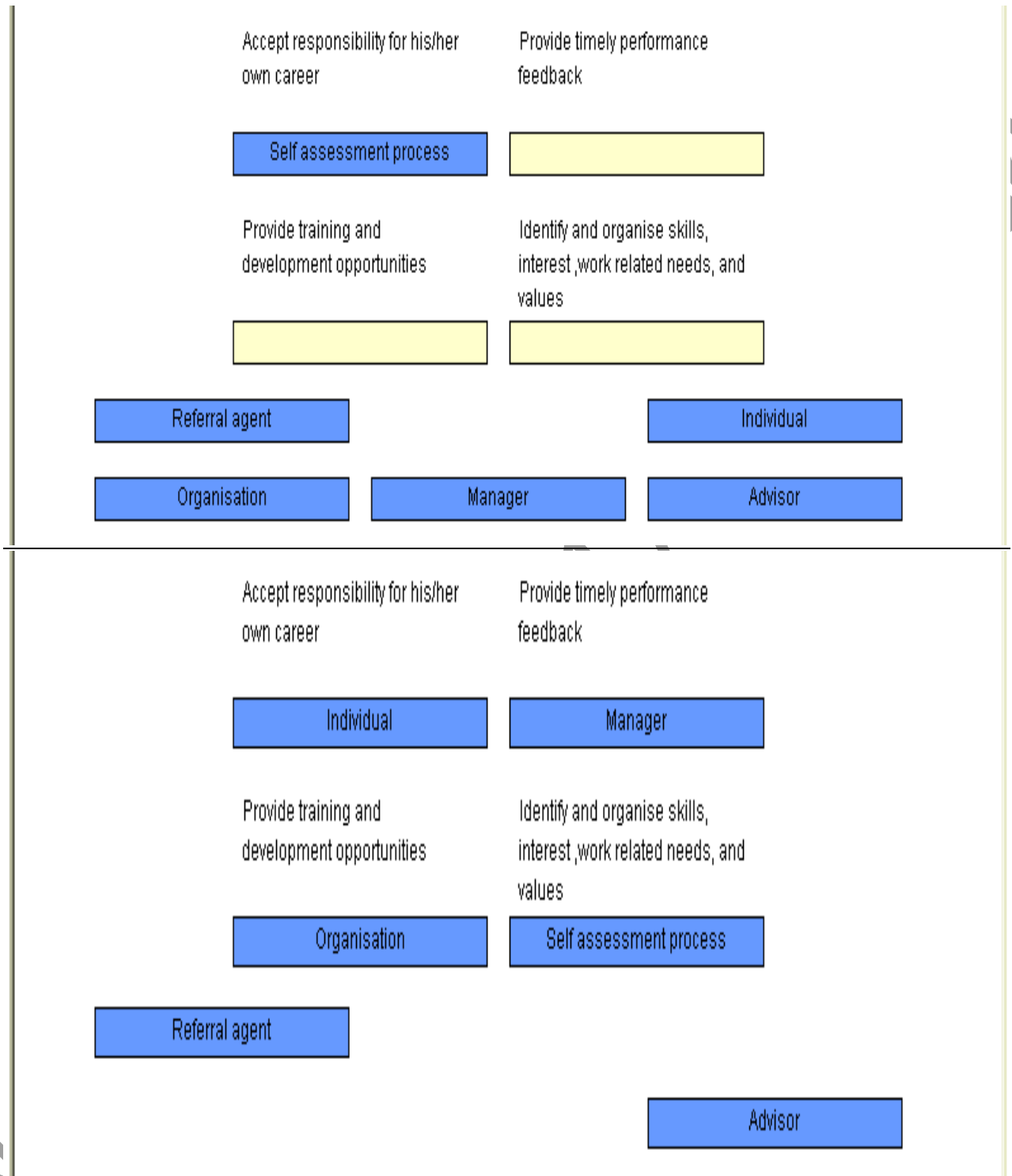
HRDT -1.



HRDT -1.



HRDT -1.



HRDT -1.

Know what outcome you want to achieve

Achieving outcomes

Have sufficient sensory acuity to know if you are moving towards or away from your outcome

Sensory awareness

Have sufficient flexibility of behaviour so that you can vary your behaviour until you get your outcome

Changing behaviour

Take action now

Time for action

Representational system

pattern interrupt

To improve Organisational Climate

positive relations/results

To improve Health and safety

prevent industrial accidents

Obsolescence Preventions

foster the initiative and creativity

Personal Growth

gain individually

Employee training

increase the level of performance

HRDT -1.

Invented the process known as
'modelling'

Bandler and Grinder

Father of modern hypnotherapy

Dr. Milton Erickson

Creator of Gestalt therapy

Fritz Perls

The mother of modern day family
therapy

Virfininia Satir

Alfred York

Shaun Tyson

HRD is a process in which the
employees of an organisation
are continuously helped in a
planned way

Prof. T.V. Rao

The first recognised privately
funded vocational school

Dewitt Clinton

Theory on human needs people
can be motivated by non
economic incentives

Abraham Maslow

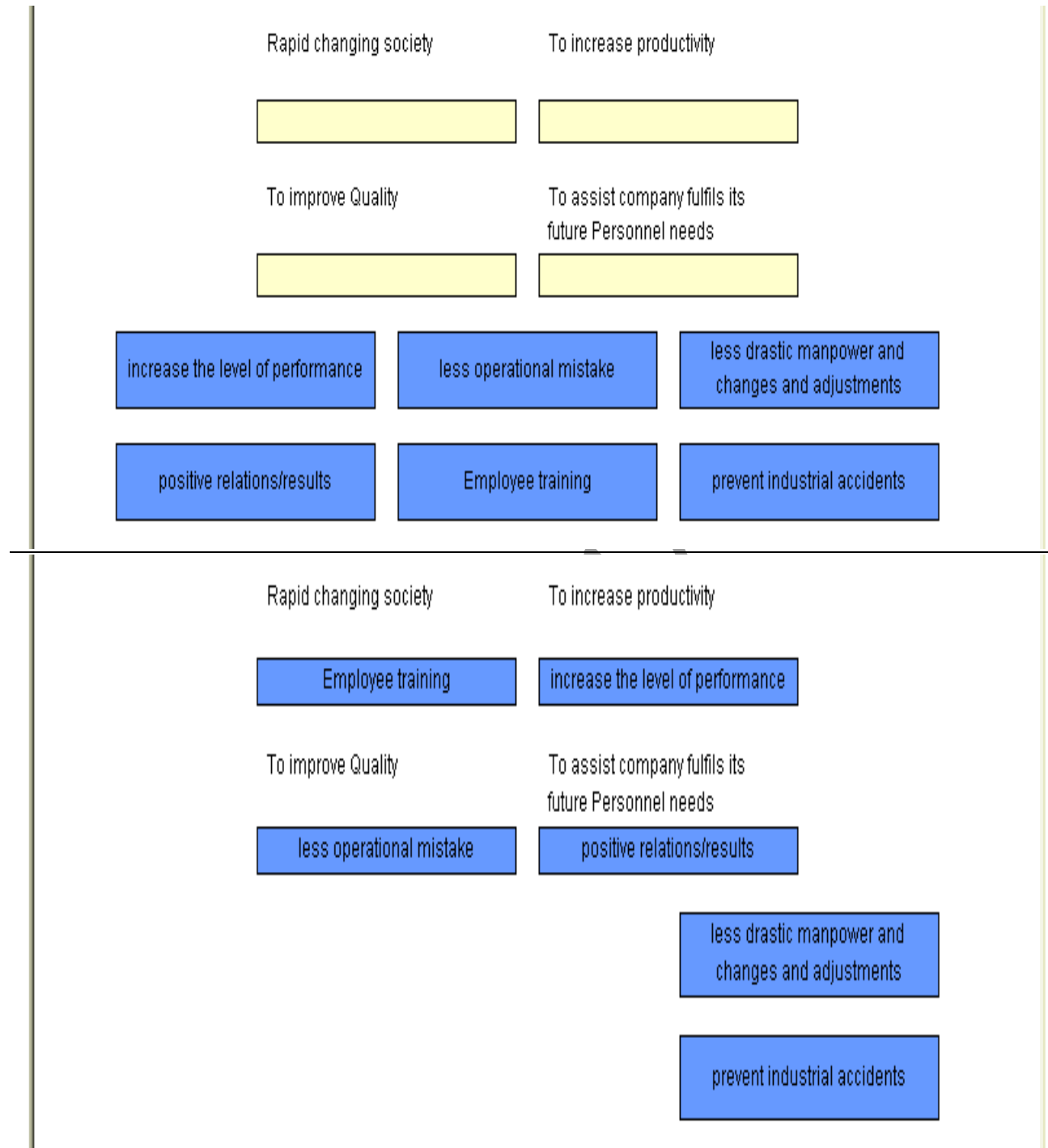
The American Society for
Training Directors

ASTD

F.Y. Taylor

Kotler

HRDT -1.



Correct Ans:- To Assist Company---Less Drastic Manpower & Changes & Adjustments.

HRDT -1.

Question type: Match the following

Marks: 4

Match the Following

To gather data to assist in marketing future program

To determine if the program was the appropriate solution for specific need

To test , clarity and validity of tests, cases and exercises

To identify which participants were the most successful with the program

- provide information to develop the market
- Testing and validating instrument must be relevant
- provide information to develop the marketing strategy
- participants progress report and their implementation about skill and knowledge is tested
- determine whether the original problem needed a training solution
- to make decision about future HRD programs
- building credibility

Question type: Match the following

Marks: 4

Match the Following

To gather data to assist in marketing future program

To determine if the program was the appropriate solution for specific need

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HRDT -1.

Question type: Match the following

Marks: 4

Match the Following

To identify the strengths and weakness in the HRD efforts

To decide who should participate in future programs

To compare the costs to the benefits of an HRD program

To determine success in accomplishing program objective

- to determine the effectiveness of various elements of the HRD Program
- assists the participants in making decision about whether he /she involved in program
- provides input
- testing and validating instrument must be relevant
- to determine the effectiveness of various elements of the HRD Program
- compare costs and its monetary value or usefulness
- participants progress report and their implementation about skill and knowledge

Question type: Match the following

Marks: 4

Match the Following

To identify the strengths and weakness in the HRD efforts

To decide who should participate in future programs

To compare the costs to the benefits of an HRD program

To determine success in accomplishing program objective

- to determine the effectiveness of various elements of the HRD Program
- participants progress report and their implementation about skill and knowledge
- compare costs and its monetary value or usefulness
- testing and validating instrument must be relevant

HRDT -1.

Question type: Match the following

Marks: 4

Match the Following

Top level commitment

Investment in Programmes

Plans for Utilisations of manpower skills

Condition for growth and development

- devote considerable time for HRD
- ensure to create conditions for growth and development
- to make enlightened human resource decisions
- training, new skill development
- interdepartmental relations and organisation and definition of jobs
- to invest time finance and energy in it
- devote considerable time for HRD

Question type: Match the following

Marks: 4

Match the Following

Top level commitment

Investment in Programmes

Plans for Utilisations of manpower skills

Condition for growth and development

- devote considerable time for HRD
- training, new skill development
- interdepartmental relations and organisati
- ensure to create conditions for growth and

Question type: Match the following

Match the Following

Overseeing and coordinating the appraisal program

Appraisers lack appraisal skills

To enhance productivity and facilitate progress towards strategic goals

Identification of individual training needs

▼
Developing an effective appraisal program
Performance Appraisals
Reason Performance Appraisal can Fail
Use of Performance Appraisal
strategic Relevance
performance standard

HRDT -1.

Question type: Match the following

Match the Following

Overseeing and coordinating the appraisal program

Performance Appraisals

Appraisers lack appraisal skills

Reason Performance Appraisal can Fail

To enhance productivity and facilitate progress towards strategic goals

Use of Performance Appraisal

Identification of individual training needs

Developing an effective appraisal program

Question type: Match the following

Marks: 4

Match the Following

To gain management support

Gaining more knowledge and skills

Immediate or quick result

In-depth training needs assessment

mini training needs assessment
increase abilities and allow to perform their jobs at acceptable level
the reason for doing training needs assessment
for performance appraisal
High profile and risk
it requires employers support

Question type: Match the following

Marks: 4

Match the Following

To gain management support

for performance appraisal

Gaining more knowledge and skills

the reason for doing training needs asse:

Immediate or quick result

mini training needs assessment

In-depth training needs assessment

increase abilities and allow to perform the

HRDT -1.

Question type: Match the following

Marks: 4

Match the Following

Investment in Programmes

Top level commitment

Plans for Utilisations of manpower skills

Condition for growth and development

ensure to create conditions for growth and
training, new skill development
to make enlightened human resource
decisions
to invest time finance and energy in it
interdepartmental relations and organisation
and definition of jobs
devote considerable time for HRD
ensure to create conditions for growth and
development

Question type: Match the following

Marks: 4

Match the Following

The career counsellor

The instructor / facilitator

The learning program specialist

The performance consultant

assists individual employee in assessing i
presents materials and leads and facilitates
structured learning experiences
identifies the need of learner
advises management on work systems design
and efficient use of human resources
advises management in the design and
implementation of change strategies
assists individual employee in assessing in
their competencies and goals
advises line management on appropriate
intervention designed

Question type: Match the following

Marks: 4

Match the Following

The career counsellor

The instructor / facilitator

The learning program specialist

The performance consultant

assists individual employee in assessing i
identifies the need of learner
advises line management on appropriate
advises management in the design and in

HRDT -1.

Question type: Match the following

Marks: 4

Match the Following

To test , clarity and validity of tests, cases and exercises

To determine if the program was the appropriate solution for specific need

To identify which participants were the most successful with the program

To gather data to assist in marketing future program

Testing and validating instrument must be relevant
to make decision about future HRD programs
participants progress report and their implementation about skill and knowledge is tested
provide information to develop the marketing strategy
building credibility
determine whether the original problem needed a training solution

Question type: Match the following

Marks: 4

Match the Following

To test , clarity and validity of tests, cases and exercises

To determine if the program was the appropriate solution for specific need

To identify which participants were the most successful with the program

To gather data to assist in marketing future program

Testing and validating instrument must be relevant
determine whether the original problem needed a training solution
participants progress report and their implementation about skill and knowledge is tested
provide information to develop the marketing strategy

Question type: Match the following

Marks: 4

Match the Following

Motivation x Ability x Perception of the work environment

Personality and attitudes

Identical elements

Adopting the learning environment to maximise learning

Trainability testing
Trainee Design
Traditional learning theorists
Trainee Characteristics
Transfer of training
Trainability

Question type: Match the following

Positive Marks: 4

Match the Following

Individual's progress through a series of stages	<input type="text"/>
Health safety and security activity	<input type="text"/>
Training and Development	<input type="text"/>
Employee relation activity	<input type="text"/>

identifies the need of learner

Career development

seek to promote safe and healthy w

presents materials and leads and f

developing a communication system

Question type: Match the following

Positive Marks: 4

Match the Following

Individual's progress through a series of stages	Career development
Health safety and security activity	seek to promote safe and hea...
Training and Development	intended to ensure employee...
Employee relation activity	developing a communication ...

Question type:Match the following

Positive Marks:4

Match the Following

Trainer's role in open learning programme

Describe the trainer as a skilful counsellor

21st century trainer

Qualities of facilitators

Garry Dessler
Rogers(1969)
to look through the eyes of the manager
Philip Kotler
Clarke (1986)
Megginson and Boydell

Question type:Match the following

Positive Marks:4

Match the Following

Trainer's role in open learning programme

Describe the trainer as a skilful counsellor

21st century trainer

Qualities of facilitators

Clarke (1986)
Megginson and Boydell
to look through the eyes of the manager
Rogers(1969)

Question type:Match the following

Positive Marks:4

Match the Following

Trainer's role in open learning programme

Describe the trainer as a skilful counsellor

21st century trainer

Qualities of facilitators

Garry Dessler

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to look through the eyes of the manager

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Megginson and Boydell

Question type:Match the following

Positive Marks:4

Match the Following

Trainer's role in open learning programme

Describe the trainer as a skilful counsellor

21st century trainer

Qualities of facilitators

Clarke (1986)

Megginson and Boydell

to look through the eyes of the manager

Rogers(1969)

Question type:Match the following

Positive Marks:4

Match the Following

Performance Management system	intended to ensure employees skill or competencies to meet current and future job demand
Human Resource Information system	to make enlightened human resource decisions
Organisation Job design	Organisation development
Enhancing the effectiveness of an organisation and well being of its member	establishing and maintaining accountability

Question type:Match the following

Positive Marks:4

Match the Following

Performance Management system	intended to ensure employees skill or c...
Human Resource Information system	establishing and maintaining accountab...
Organisation Job design	interdepartmental relations and organis...
Enhancing the effectiveness of an organisation and well being of its member	Organisation development

3 Ans Wrong

Question type:Match the following

Positive Marks:4

Match the Following

To set a clear goals and define realistic strategies	Assist NLP techniques
A skill performed to a specific standard under specific condition for superior performance	competency
A branch of NLP that concentrates with our subjective representation of time also an imaginary line that concepts the past , present and future	Timeline
Entirely a people business	Recruitment

Question type: Match the following		Positive Marks: 4
Match the Following		
Selection as well as management development device	<div>Assessment Centre</div>	
High , Exploration , Establishment, Mid career, Late career, Decline	<div>Stages in career development</div>	
To provide employees about job openings	<div>Job postings</div>	
It may be stimulus to direct the employee to take up appropriate development initiative	<div>Challenging initial jobs</div>	

Question type: Match the following		Positive Marks: 4
Match the Following		
Selection as well as management development device	Assessment Centre	
High , Exploration , Establishment, Mid career, Late career, Decline	Stages in career development	
To provide employees about job openings	Job postings	
It may be stimulus to direct the employee to take up appropriate development initiative	Challenging initial jobs	

HRDT -1.

Question type: Match the following

Marks: 4

Match the Following

Technology Advances

Organisational Complexity

Training can be a potential tool

Learning styles

systematic approach to training need
potential to align a firm's employees with its corporate strategies
Continually upgrade their expertise
giving individuals the skills they need to think strategically
changing the way knowledge is delivered to employee
Organisations are influenced with the rapid changes in the economy

Question type: Match the following

Marks: 4

Match the Following

Technology Advances

Organisational Complexity

Training can be a potential tool

Learning styles

changing the way knowledge is delivered
Organisations are influenced with the rapid changes in the economy
giving individuals the skills they need to think strategically
systematic approach to training need

Question type: Match the following

Marks: 4

Match the Following

Attention to performance and learning

Adopting the language, methods, and model that portray human being as information processors.

To develop models and theories that explain functioning of the people

What must be done before learning take place

Glaser's principles
The component tasks is learnt in the appropriate order
Each component task must be fully achieved
Instructional Psychology
Cognitive Psychology
Traditional learning theorists

HRDT -1.

Question type: Match the following

Match the Following

To reduce defects

To maintain the validity of an organisation as whole

To impart customer education

To minimise the valuable resources

- prepare employee to occupy more responsible positions
- raising the moral
- meeting the training needs of corporation
- minimise accident rates
- reduce time , money and wastage or spoilage of raw material
- providing them with opportunities for an interchange of experiences and views

Question type: Match the following

Match the Following

To reduce defects

To maintain the validity of an organisation as whole

To impart customer education

To minimise the valuable resources

- minimise accident rates
- prepare employee to occupy more respo
- providing them with opportunities for an ir
- reduce time , money and wastage or spoi

Question type: Match the following

Match the Following

To absorb newer technology

To take care of labour turn over

Old employee

Training Needs Analysis

- arising from natural death ,from accidents or from VRS etc.
- refresher course
- to function more effectively in their existing job
- required knowledge and skills for higher performance
- data gathering process
- quality production

Question type: Match the following

Match the Following

To absorb newer technology

To take care of labour turn over

Old employee

Training Needs Analysis

- data gathering process
- arising from natural death ,from accidents
- refresher course
- required knowledge and skills for higher p

Question type: Match the following

Match the Following

Know what outcome you want to achieve

Take action now

Have sufficient sensory acuity to know if you are moving towards or away from your outcome

Have sufficient flexibility of behaviour so that you can vary your behaviour until you get your outcome

- Achieving outcomes
- Time for action
- Sensory awareness
- Changing behaviour

Question type: Match the following

Match the Following

Well-honed interpersonal skills

socially skilled ▼

The candidates of choice for either short or long term overseas assignments

internationally qualified ▼

To help improve performance aimed at accomplishing important organisation goal

performance oriented ▼

The top of their craft skilled performance profession who can actually tackle day today's tasks

Technically skilled ▼

Question type: Match the following

Match the Following

Appraisers lack appraisal skills

Reason Performance Appraisal can Fail ▼

Identification of individual training needs

Use of Performance Appraisal ▼

Overseeing and coordinating the appraisal program

Developing an effective appraisal program ▼

To enhance productivity and facilitate progress towards strategic goals

Performance Appraisals ▼

Question type: Match the following

Match the Following

Well-honed interpersonal skills

The top of their craft skilled performance
profession who can actually tackle day today's
tasks

The candidates of choice for either short or long
term overseas assignments

To help improve performance aimed at
accomplishing important organisation goal

	▼
self employable	
Technically skilled	
socially skilled	
mannerly behaviour	
internationally qualified	
performance oriented	

Question type: Match the following

Match the Following

Well-honed interpersonal skills

The top of their craft skilled performance
profession who can actually tackle day today's
tasks

The candidates of choice for either short or long
term overseas assignments

To help improve performance aimed at
accomplishing important organisation goal

socially skilled	▼
Technically skilled	▼
internationally qualified	▼
performance oriented	▼

HRDT -1.

Question type: Match the following

Match the Following

Contiguity

together tend to become associated with

Learning

permanent change in behaviour, cognition

The law of effect

follows the behaviour

Success in Training is influenced by

reconceptualization of one's experiences

Question type: Match the following

Match the Following

A combination of abstract conceptualisation and active experimentation

Convergent

A combination of abstract conceptualisation and reflective observations

Assimilation

A combination of concrete experience and active experimentation

Abstract Conceptualisation

A combination of concrete experience and reflective observation

Divergent

Concrete Experience

Accommodative

HRDT -1.

Question type: Match the following

Match the Following

To broaden the minds of senior managers

To build up a second line of competent officers

To impart to new entrants

To assist employers

- to function more effectively their existing job
- foster the initiative and creativity of employees
- prepare employee to occupy more responsible positions
- prevent industrial accidents
- required knowledge and skills for higher performance
- providing them with opportunities for an interchange of experiences and views

Question type: Match the following

Match the Following

To broaden the minds of senior managers

To build up a second line of competent officers

To impart to new entrants

To assist employers

- providing them with opportunities for an in
- prepare employee to occupy more respo
- required knowledge and skills for higher p
- to function more effectively their existing j

Question type: Match the following

Match the Following

Task sequencing

Task analysis

Component Task achievement

"Sudden insight"

- The component tasks is learnt in the appr
- set of distinct component tasks
- follows the behaviour
- reconceptualization of one's experiences
- Each component task must be fully achieved
- repeating the events
- The component tasks is learnt in the appropriate order

Question type: Match the following

Match the Following

Task sequencing

Task analysis

Component Task achievement

"Sudden insight"

- The component tasks is learnt in the appr
- set of distinct component tasks
- Each component task must be fully achiev
- reconceptualization of one's experiences

HRDT -1.

Question type: Match the following

Match the Following

Exit interview

Changes in system

Customer complaints

MBO work planning and Review system

- To fill gaps caused by retirements, turnover
- Valuable feedback
- New or changed equipment
- Provide an estimate of the magnitude of specific needs for HRD
- Provide reviews of performance ,potentials ,business goals
- Find out problem areas
- To fill gaps caused by retirements, turnover etc

Question type: Match the following

Match the Following

Exit interview

Changes in system

Customer complaints

MBO work planning and Review system

- To fill gaps caused by retirements, turnover
- Provide an estimate of the magnitude of s
- Valuable feedback
- Provide reviews of performance ,potential

Question type: Match the following	Marks: 4
Match the Following	
To determine if the program was the appropriate solution for specific need	Testing and validating instrument must be
To identify which participants were the most successful with the program	to make decision about future HRD programs
To test the clarity and validity of tests, cases and exercises	determine whether the original problem needed a training solution
To gather data to assist in marketing future program	provide information to develop the marketing strategy
	participants progress report and their implementation about skill and knowledge is tested
	building credibility
	Testing and validating instrument must be relevant

Question type: Match the following	Marks: 4
Match the Following	
To determine if the program was the appropriate solution for specific need	Testing and validating instrument must be
To identify which participants were the most successful with the program	participants progress report and their imp
To test the clarity and validity of tests, cases and exercises	Testing and validating instrument must be
To gather data to assist in marketing future program	provide information to develop the market

Question type: Match the following		Marks: 4
Match the Following		
Concentration strategy	need to emphasize skill currency and dev	
Disinvestment strategy	influence and be influenced by job redesign initiatives	
Internal growth strategy	need to train employees on cultural issues	
External growth strategy	creative thinking and analysis people skill	
	need to emphasize skill currency and development their existing workforce	
	emphasises liquidation and divestiture of business	
	need to train employee in team building, cross cultural training, integrated training system	
	helps foster new attitudes	

Question type: Match the following		Marks: 4
Match the Following		
Concentration strategy	need to emphasize skill currency and dev	
Disinvestment strategy	emphasises liquidation and divestiture of l	
Internal growth strategy	need to train employee in team building, c	
External growth strategy	need to train employees on cultural issue:	

HRDT -1.

Question type: Match the following

Match the Following

Each trait of characteristic to be rated is represented by a scale

Modification of the basic rating -scale method

Training in specific skills should cover at the following area

To measure the extent to which an employee possess certain characteristic

- Graphic Rating Scales
- Graphic Rating Scales
- Trait method
- Similar-to-me error
- contrast error
- Mixed standard scales
- setting goals and objective

Question type: Match the following

Match the Following

Each trait of characteristic to be rated is represented by a scale

Modification of the basic rating -scale method

Training in specific skills should cover at the following area

To measure the extent to which an employee possess certain characteristic

- Graphic Rating Scales
- Mixed standard scales
- setting goals and objective
- Trait method

Question type: Match the following

Match the Following

Training can be a potential tool

Organisational Complexity

Technology Advances

Learning styles

- giving individuals the skills they need to th
- Organisations are influenced with the rapi
- changing the way knowledge is delivered
- systematic approach to training need

HRDT -1.

Question type: Match the following		Marks: 4
Match the Following		
Accept responsibility for his/her own career	Individual	
Provide training and development opportunities	Advisor	
Identify and organise skills, interest ,work related needs, and values	Manager	
Provide timely performance feedback	Individual	
	Referral agent	
	Organisation	
	Self assessment process	

Question type: Match the following		Marks: 4
Match the Following		
Accept responsibility for his/her own career	Individual	
Provide training and development opportunities	Manager	
Identify and organise skills, interest ,work related needs, and values	Self assessment process	
Provide timely performance feedback	Advisor	

Question type: Match the following		Marks: 4
Match the Following		
The organisation change agent	advises management in the design and in	
The organisation design consultant	presents materials and leads and facilitates structured learning experiences	
HR strategic adviser	identifies the need of learner	
The HR system designer	consult strategic decision maker of HRD issues	
	advises management in the design and implementation of change strategies	
	advises management on work systems design and efficient use of human resources	
	assists the HR management in design and development of HR system	

Question type: Match the following		Marks: 4
Match the Following		
The organisation change agent	advises management in the design and in	
The organisation design consultant	assists the HR management in design and	
HR strategic adviser	consult strategic decision maker of HRD is	
The HR system designer	advises management on work systems de	

Question type: Match the following		Marks: 4
Match the Following		
Direct reports	<div>vendors</div>	
Target population	<div>Human resource personnel</div>	
Senior management	<div>vendors</div>	
Co-workers and peers	<div>industry experts or observers</div>	
	<div>competitors</div>	
	<div>organiser</div>	
	<div>managers</div>	

Question type: Match the following		Marks: 4
Match the Following		
Direct reports	<div>vendors</div>	
Target population	<div>competitors</div>	
Senior management	<div>industry experts or observers</div>	
Co-workers and peers	<div>Human resource personnel</div>	

Question type: Match the following		Marks: 4
Match the Following		
To develop models and theories that explain functioning of the people	<div>Glaser's principles</div>	
What must be done before learning take place	<div>Each component task must be fully achiev</div>	
Attention to performance and learning	<div>The component tasks is learnt in the appr</div>	
Adopting the language, methods, and model that portray human being as information processors.	<div>Cognitive Psychology</div>	

Question type: Match the following

Marks: 4

Match the following

To gather data to assist in marketing future program

To test the clarity and validity of tests, cases and exercises

To determine if the program was the appropriate solution for specific need

To identify which participants were the most successful with the program

- determine whether the original problem needed a training solution
- building credibility
- Testing and validating instrument must be relevant
- to make decision about future HRD programs
- provide information to develop the marketing strategy
- participants progress report and their implementation about skill and knowledge is tested

Question type: Match the following

Marks: 4

To gather data to assist in marketing future program

To test the clarity and validity of tests, cases and exercises

To determine if the program was the appropriate solution for specific need

To identify which participants were the most successful with the program

- to make decision about future HRD programs
- Testing and validating instrument must be
- determine whether the original problem needed a training solution
- participants progress report and their implementation about skill and knowledge is tested

Question type: Match the following

Marks: 4

Match the Following

Human resource Inventory

Organisational climate

Attitude survey

Skills inventory

"whole system " view of the organisation
needs analysis at every level
Important factor in the success of training program
To fill gaps caused by retirements, turnover etc
Organisation expectations and perceived result
Provide an estimate of the magnitude of specific needs for HRD

Question type: Match the following

Marks: 4

Match the Following

Human resource Inventory

Organisational climate

Attitude survey

Skills inventory

To fill gaps caused by retirements, turnover
"whole system " view of the organisation
Organisation expectations and perceived
Provide an estimate of the magnitude of s

HRDT -1.

Question type: Match the following

Marks: 4

Match the Following

Human Resource Planning

Equal employment opportunity

Staffing recruitment and selection

Compensation and benefits management

to predict how changes in management strategy will affect the future
developing a communication system
to predict how changes in management strategy will affect the future
intended to ensure employees skill or competencies to meet current and future job demand
identification of the potential applicants for current and future openings
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Question type: Match the following

Marks: 4

Match the Following

Human Resource Planning

Equal employment opportunity

Staffing recruitment and selection

Compensation and benefits management

to predict how changes in management strategy will affect the future
intends to satisfy both legal and moral responsibilities
identification of the potential applicants for current and future openings
responsible for establishing and maintaining a system of compensation and benefits

Question type: Match the following

Marks: 4

Match the Following

Inter- relationship between department and division

Link training to business needs

Focus on training skills and knowledge

Use training to create and share knowledge

system understanding
traditional views
Learning styles
develop intellectual capital

HRDT -1.

Question type: Match the following

Marks: 4

Match the Following

Organisation Job design

Enhancing the effectiveness of an organisation and well being of its member

Performance Management system

Human Resource Information system

interdepartmental relations and organisation and definition of jobs
developing a communication system
establishing and maintaining accountability
to make enlightened human resource decisions
intended to ensure employees skill or competencies to meet current and future job demand
Organisation development

Question type: Match the following

Marks: 4

Match the Following

Training and Development activities

An effective training system

Top level Management support

Commitment from specialists and generalists

potential to align a firm's employees with i
primary responsibilities lies on
potential to align a firm's employees with its corporate strategies
the best time to learn
changing the way knowledge is delivered to employee
To take an active part in the training and provide the needed resources
systematic approach to training need

Question type: Match the following

Marks: 4

Match the Following

Training and Development activities

An effective training system

Top level Management support

Commitment from specialists and generalists

potential to align a firm's employees with i
systematic approach to training need
To take an active part in the training and p
primary responsibilities lies on

HRDT -1.

Question type: Match the following Marks: 4

Match the Following

Should comprise how the various jobs are constructed	Job Analysis
The unit progression is mastery of specific knowledge and skills and is learner or participant centered	CBT system
The competent manager ; a model for effective performance	competency
A task or group of tasks performed to a specific level of competency or proficiency	Skill

Question type: Match the following Marks: 4

Match the Following

Condition for growth and development	training, new skill development
Investment in Programmes	training, new skill development
Plans for Utilisations of manpower skills	to make enlightened human resource decisions
Top level commitment	interdepartmental relations and organisation and definition of jobs
	devote considerable time for HRD
	to invest time finance and energy in it
	ensure to create conditions for growth and development

Question type: Match the following Marks: 4

Match the Following

Condition for growth and development	training, new skill development
Investment in Programmes	to invest time finance and energy in it
Plans for Utilisations of manpower skills	interdepartmental relations and organisati
Top level commitment	ensure to create conditions for growth anc

Question type: Match the following

Marks: 4

Match the Following

Personality and attitudes

Trainee Characteristics

Adopting the learning environment to maximise learning

Trainability testing

Identical elements

Transfer of training

Motivation x Ability x Perception of the work environment

Trainability

Question type: Match the following

Marks: 4

Match the Following

To pave the way for the selection procedures

Recruitment

Compilation and regular revision of the human resource plan

Determining the vacancies

Employment within the organisation itself

Internal recruitment

Supply and availability of resources

Considering the sources

Question type: Match the following

Match the Following

Employment within the organisation itself

Internal recruitment

Supply and availability of resources

Considering the sources

Compilation and regular revision of the human resource plan

Determining the vacancies

To pave the way for the selection procedures

Recruitment

HRDT -1.

Match the Following

Performance Management system	establishing and maintaining accountabilit
Human Resource Information system	to make enlightened human resource dec
Organisation Job design	intended to ensure employees skill or con
Enhancing the effectiveness of an organisation and well being of its member	Organisation development

Match the Following

Condition for growth and development	training, new skill development
Top level commitment	ensure to create conditions for growth and development
Plans for Utilisations of manpower skills	to invest time finance and energy in it
Investment in Programmes	devote considerable time for HRD
	to make enlightened human resource decisions
	training, new skill development
	interdepartmental relations and organisation and definition of jobs

Match the Following

Organisation Goal	the reason for doing training needs asses
Organisation Resources	Provides a starting point
Organisation needs analysis	useful in establishing HRD needs
Effective HRD efforts	increase abilities and allow to perform the

Question type: Match the following

Marks: 4

Match the Following

Personal Growth

To improve Health and safety

Obsolescence Preventions

To improve Organisational Climate

- gain individually
- gain individually
- foster the initiative and creativity of employees
- prevent industrial accidents
- Employee training
- increase the level of performance
- positive relations/results

Question type: Match the following

Marks: 4

Match the Following

Personal Growth

To improve Health and safety

Obsolescence Preventions

To improve Organisational Climate

- gain individually
- prevent industrial accidents
- foster the initiative and creativity of emplo
- positive relations/results

Question type: Match the following

Marks: 4

Match the Following

The employees feel a need to relate their work socially .

Lack of financial resources

The very purpose of worker being at workplace is his work

Advancement in a profession or a lifelong sequence of jobs

- Social relevance of work
- Barriers to QWL
- Work and quality of life
- Career

HRDT -1.

Match the Following

The instructor / facilitator

identifies the need of learner

The learning program specialist

advises line management on appropriate intervention designed

The career counsellor

identifies the need of learner

The performance consultant

advises management on work systems design and efficient use of human resources

presents materials and leads and facilitates structured learning experiences

assists individual employee in assessing in their competencies and goals

advises management in the design and implementation of change strategies

Match the Following

The instructor / facilitator

identifies the need of learner

The learning program specialist

advises line management on appropriate

The career counsellor

assists individual employee in assessing

The performance consultant

advises management in the design and in

Match the Following

Overseeing and coordinating the appraisal program

Performance Appraisals

To enhance productivity and facilitate progress towards strategic goals

Use of Performance Appraisal

Identification of individual training needs

Developing an effective appraisal program

Appraisers lack appraisal skills

Reason Performance Appraisal can Fail

Match the Following

Target population	<input type="text" value="competitors"/>
Co-workers and peers	<input type="text" value="managers"/>
Senior management	<input type="text" value="Human resource personnel"/>
Direct reports	<input type="text" value="industry experts or observers"/>

Question type: Match the following Mark

Match the Following

Design of an appropriate application	<input type="text" value="The job advertisement"/>
A letter of application or a CV	<input type="text" value="Systematise the process for the applicant"/>
To produce three categories of applicants: suitable , not suitable and marginal	<input type="text" value="A kind of selection device"/>
Needs to cover information derived from the job description and person specification	<input type="text" value="The application form"/>

HRDT -1.

<p>Question type: Match the following</p>		Mark
<p>Match the Following</p>		
Globalisation of business	Impact re-engineering the training function	
Training becomes one component of the continuous learning organisation	Training corporate perspective	
CBT , AC, and NLP	new learning intervention	
A traditional training department supports tightly focused HRD initiatives	Impact re-engineering the training function	
	Achieving outcomes	
	The new corporate Realities	
	sensory awareness	

<p>Question type: Match the following</p>		Mark
<p>Match the Following</p>		
Globalisation of business	Impact re-engineering the training function	
Training becomes one component of the continuous learning organisation	Training corporate perspective	
CBT , AC, and NLP	new learning intervention	
A traditional training department supports tightly focused HRD initiatives	Achieving outcomes	

<p>Question type: Match the following</p>		Mark
<p>Match the Following</p>		
Provide training and development opportunities	Referral agent	
Accept responsibility for his/her own career	Individual	
Identify and organise skills, interest ,work related needs, and values	Self assessment process	
Provide timely performance feedback	Manager	

Match the Following:-

Staffing recruitment and selection	- Identification of the potential applicants....
Compensation and benefits Management	- Responsible for establishing and maintain....
Equal employment opportunity	- Intends to satisfy both legal and moral r....
Human Resource planning	- To predict how changes in management...

1- Match the Following:-

Supply and availability of resources	- Considering the sources
Employment within the organization itself	- Internal recruitment
To pave the way for the selection procedures	- Recruitment
Compilation and regular revision of the human resource plan	- Determining the vacancies

Match the Following:-

Identical elements	- Transfer of training
Adopting the learning environment to maximize learning	- Trainability testing
Personality and attitudes	- Trainee characteristics
Motivation x Ability X perception of the work	- Trainability

2- Match the Following:-

Training and Development activities-	Potential to align a firm's employee's wit....
Top level Management support	- To take an active part in the training an...
Commitment from specialists and generalists	- Primary responsibilities lies on
An effective training system	- Systematic approach to training need

3- Match the Following:-

Lack of financial resources	- Barriers to QWL
Advancement in a profession or a lifelong sequence	- Career
The employees feel a need to relate their work socially	- Social relevance of work
The very purpose of worker being at workplace is his work	- Work and quality of life

4- Match the Following:-

To impart customer education	- Providing them with opportunities for an....
To reduce defects	- reduce time, money and wastage or sp
To maintain the validity of an organization as whole	- Meeting the training needs of corporation
To minimize the valuable resources-	Prepare employee to occupy more res...

5- Match the Following:-

Changes in system	- Provide an estimate of the magnitude o...
Exit interview	- Valuable feedback
Customer complaints	- Find out problem areas
MBO work planning and Review System	- Provide reviews of performance.....

6- Match the Following:-

An effective training system	- Potential to align a firm's employees wit...
Top level Management support	- To take an active part in the training an...
Training and Development activities-	Systematic approach to training need
Commitment from specialists and generalists	- Primary responsibilities lies on

7- Match the Following:-

The performance consultant	- Advises Management in the design and...
The learning program specialist	- Advises line management on appropriate....
The career counselor	- Assists individual employee in assessin...
The instructor / facilitator	- Identifies the need of learner

8- Match the Following:-

Condition for growth and development	- Training, new skill development
Plans for Utilizations of Manpower skills	- Interdepartmental relations and organism...
Investment in Programmers	- To invest time finance and energy in it
Top level commitment	- Ensure to create conditions for growth...

HR Development & Training

1. Match the Following:-

MBO week planning & Review system	Provide review of performance potential business goals
Changes in system	Provide an estimate of the magnitude of specific need for HRD
Customer complaints	Valuable feedback
Exit Interview	Valuable feedback

2. Match the Following:-

Timely and effective monitoring evaluation enables	to identify strength & weaknesses
Outcome of T& D audit	Improvement of td goals, robs.....
Training Audit	Effective fashion to the needs.
Training & Development	Strategic in nature

3. Match the Following:-

Effective HRD efforts	Increase abilities and allow performing....
Organization needs analysis	Useful in establishing HRD needs
Organization goals	the reason for doing training needs assessment
Organization Resources	Provides a starting point

4. Match the Following:-

Compilation & regular vision of the human resource plan	Professional agencies
Employment with the organization itself	Internal Recruitment
To pave the way for the selection procedures	determining the vacancies
Supply & availability of Resources	considering the sources

5. Match the Following:-

The unit of progression is time and it is teacher-centred the unit of progression is mastery of specific knowledge and skills and is learner-or participant- centred.	CBT
Task or group of tasks performed to a specific level of competency or proficiency	Skill- A
Skill performed to specific standard under specific conditions for superior performance	Competency-A
Should comprise how the various jobs or constricted	Job Annalisa

6. Match the Following:-

A branch of NLP that concentrates with our subjective representation of time, also an imaginary line that connects the past, present and future.	Timeline
Entirely a 'people business'	Recruitment
"The competent manager: a model for effective performance'.	Richard Boyatzis

7. Match the Following:-

Make about their careers are made prior to even entering the work on a paid basis.	Exploration
Brings with the search for work and includes getting you first job	Establishment
Individuals may continue their prior improvements in performance level off or begin to deteriorate	Mid- Career
Begins to look forward to retirement and the opportunities of doing something different	Late Career

8. Match the Following:-

Actually doing it and judging its practical value	Active Experimentation
Thinking about an issue in theoretical terms	Abstract Conceptualization
Watching and examining different points of view	Reflective Observation
Learning through direct experience	Concrete Experience

9. Match the Following:-

CIPP MODEL	Educators
The CIRO Approach	Warr, Bird and Rackham
Evaluation Framework	Kirkpatrick's
Evolution of Evaluation Efforts	Goldstein

Match the Following:-

Make about their careers are made prior to even entering the work on a paid basis.	Exploration
Brings with the search for work And includes getting you first job	Establishment
Individuals may continue their prior improvements in performance level off or begin to deteriorate	Mid- Career
Begins to look forward to retirement and the opportunities of doing something different	Late career

Match the Following:-

/Actually doing it and judging its practical value	Active Experimentation
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Match the Following:-

CIPP MODEL	Educators
The CIRO Approach	War, Bird and Rackham
Evaluation Framework	Kirkpatrick's
Evolution of Evaluation Efforts	Goldstein

Important MCQs of HRDT

1. **NLP also assists to improve people's**
 - ☒ Effectiveness
 - ☒ Productivity
 - ☐ Workoholicness
 - ☐ Profitability

2. **Traits approaches to perform appraisal are designed to measure the extent to which an employee possesses certain characteristics such as dependability**
 - ☒ Creativity
 - ☒ Initiative
 - ☐ Productivity
 - ☒ Leadership

3. **Employees have preferred learning styles which may be influenced by individual differences of**
 - ☐ Job title
 - ☒ Personality
 - ☒ Age
 - ☒ Experience

4. **Flexible training approaches include**
 - ☒ Small group activities
 - ☒ Large group method
 - ☒ Off the job training
 - ☐ Individual study

Important MCQ of HR Development and Training

10. Key activities in a training programmer

- ☒ Selecting Trainer
- ☐ Recapitulating
- ☒ Setting Objectives
- ☒ Developing lesson plan

11. Organizations who focus on internal growth strategy need to train employees on following issues

- ☐ Skill currency
- ☒ Cultural issues
- ☒ Creative thinking and analysis
- ☐ People skill

12. Employees have preferred learning styles which may be influenced by individual differences of

- ☐ Job title
- ☒ Personality
- ☒ Age
- ☒ Experience

13. Traits approaches to performs appraisal are designed to measure the extent to which an employee possesses certain characteristics such as dependability

- ☒ Creativity
- ☒ Initiative
- ☐ Productivity
- ☒ Leadership

14. NLP also arrests to improve people's

- ☒ Effectiveness
- ☒ Productivity
- ☐ Workaholic censes
- ☐ Profitability

15. Who are the competent authority for setting a claim

- ☒ Presiding officer of Labour court
- ☒ Any commissioner for workmen compensation
- ☒ Other officer with experience as judge of civil court or as stipendiary Magistrate
- ☐ Union leaders

16. Which of the following are based on principles of rule of procedure

- ☒ Customer care
- ☒ Quality of service
- ☒ New technology
- ☐ Risk control

17. Based on what some of the respondents can be eliminated.

- ☒ Job description
- ☐ Job analysis
- ☒ Job specification
- ☐ Job evaluation

18. What have been carried out and applied for the achievement of objective will depend very much on

- ☒ Human Resource planning
- ☒ Job analysis
- ☒ Strategic planning
- ☐ Publishing information

19. According to the Ganges training could be improved by using three principles

- ☒ Training needs analysis
- ☒ Task analysis
- ☒ Component task
- ☐ Task sequencing

20. The selection process represents an effort to balance the objective of

- ☒ Attracting
- ☐ Training
- ☒ Evaluating
- ☐ Observing

21. Input from whom can ensure support for needs analysis and pave the way to support for training to

- ☒ Supervisors
- ☒ Employees
- ☒ Managers
- ☐ Organizers

22. Evaluation purpose has implication for the type of data collected (hard data),

- ☒ Communication medium for results
- ☒ The type of analysis
- ☒ Type of data collection method
- ☐ Type of need analysis

23. Which activities can deteriorate into time fillers or rest periods for the trainers if the trainer who is involved with group of trainees without a through appreciation of and training in the appropriate skills

- ☐ Syndicate exercises
- ☐ Case study
- ☐ Discussion
- ☐ Role plays

24. It is imperative to recognize that upholding a dismissal in The industrial court involves satisfying two criteria:

- ☒ That the procedure by which the employee was terminated was fair
- ☐ Rule of Natural justice must be observed.
- ☒ That there were proper grounds for terminating the employee;
- ☐ Cross-examine any witness called by the prosecution

25. Who should be Enquiry officer

- ☐ If a person is the witness in the case. He should not be enquiry officer.
- ☒ A person to be enquiry officer should be open minded and unbiased
- ☒ Enquiry officer should not be appointed by an officer who is a witness in the case
- ☒ Any qualified person

26. Based on what some of the respondents can be eliminated

- ☐ Job analysis
- ☒ Job description
- ☒ Job specification
- ☐ Job evaluation

27. When the cause of poor performance or a skill within the environment such

- ☐ Lack of support
- ☐ Boredom routine
- ☐ Obstructive rules
- ☐ Outdated equipment

28. According to the Rogers range of qualities of facilitators can be used to build profile for selection that are less protective.

- ☐ Able to accept the ideas of students
- ☒ More able to listen
- ☐ Must be dashing
- ☒ Able to accept positive and negative feedback

29. Flexible training approaches include

- ☒ Large group method
- ☒ Small group activities
- ☐ Off the job training
- ☒ Individual study

30. The training policy indicates the needs for individual development it should consider following details of budgeting,

- ☒ Priorities
- ☒ Principals
- ☐ Roles
- ☐ Processes

31. Increased human performance often leads to

- ☒ Increase in number of welfare facility
- ☒ Increase in operational productivity
- ☐ Increase in number of employee
- ☒ Increased company profit

32. Compensation package includes all other

- ☐ Safe and healthy working condition
- ☐ Social welfare program
- ☐ Fringe benefits
- ☐ Opportunity to develop human Capacities

33. The non-economic factors of industrial disputes include

- ☒ Strikes
- ☒ Victimization of workers
- ☒ Sympathetic political factors
- ☐ Wages

34. What are the levels at which collective bargaining agreements have been concluded?

- ☒ Industry level
- ☒ National level
- ☒ Plant level
- ☐ International

35. The general fund of a Registered trade union can be spent on the following:-

- ☒ Payment of administrative expenses
- ☒ Payment of salaries and allowance to office bearers
- ☒ Payment for bringing out publication of periodic
- ☐ To reimburse money spent by office bearers on their trips to home town.

36. "Crafts Guilds" was formed by cottage workers of the master craftsman in order to regulate

- ☒ Fraternal Benefits
- ☒ Quality of materials & workmanship
- ☒ Prices & determined wages
- ☐ Strikes & Lockouts

37. In the organizational characteristics studies it may include goals and objectives, reward system and

- ☒ Communication systems
- ☐ Delegation and control systems
- ☒ Planning system
- ☒ Training systems

38. Which of the other framework build upon the Kirkpatrick's approach and expand focus of evaluation beyond measuring post program effectiveness?

- ☒ Philips five Level ROI framework
 - ☒ CIRO
 - ☒ CIPP
 - ☐ HRD evaluation

39. Modern training and development policy widen their views it includes interpersonal skills such as

- ☒ Group process facilitation
- ☒ Coaching
- ☒ Lecture
- ☐ Problem solving attitude

40. Specific CBT material and what types of training approaches are designed to be used as part of a CBT approach

- ☒ Checklists
- ☒ Learning fluids
- ☒ Coaching
- ☐ Academic notes

41. Training will work to ensure which things to guides organizations successfully through the coming decade and into the next century

- ☒ Attract and train
- ☒ Develop
- ☒ Retain
- ☐ Recruit

42. To arrange appropriate learning conditions for the trainee, knowledge of which interrelated principle is useful

- ☒ Employee work efficiency
- ☒ Employee satisfaction
- ☒ Motivation
- ☐ Human learning

43. Few among the most important instruments used to collect data are as follows:

- ☒ Questionnaire
- ☒ Surveys
- ☐ Pie chart
- ☐ Observation

44. Among the types of information that may be collected are

- ☒ Individual data
- ☒ Social data
- ☐ System wide data
- ☒ Economic data

45. Designing training and HRD interventions need assessment and data that indicate

- ☒ What kind of training
- ☒ Who needs it and what conditions
- ☒ Where training is required
- ☐ Prioritizing resources

46. Which of the following are some of the important welfare programmes that are Free transportation at minimum cost.

- ☐ Water facility
- ☐ Hospital facility
- ☒ Retirement benefits
- ☒ Group insurance programmes

SET 2

Question type: Multiple choice multiple select

Marks: 2

Encouraging excellence in performance is consistent with the companies stated goal to be a premier company and a premier employer by

- ☒ attracting and retaining the best talent
- ☒ recognising and rewarding performance
- ☒ investing in the development of people
- ☐ organising performance review

Question type: Multiple choice multiple select

Marks: 2

Purposes of performance appraisal are -

- ☒ Developmental Uses
- ☐ Organisational Maintenance
- ☒ Administrative Uses
- ☐ Judgemental Objectives

Question type: Multiple choice multiple select

Marks: 2

Where from the following are potential possibility of danger exist

- ☒ fertiliser industries
- ☐ engineering industries
- ☒ Chemical industries
- ☐ Civil industries

Question type: Multiple choice multiple select

Ma

Some of the data collection methods used in HRD evaluation include interview ,survey

- ☐ news paper
- ☒ observation
- ☒ tests
- ☒ performance record

Question type: Multiple choice multiple select

Ma

Among the types of information that may be collected are

- ☒ system wide data
- ☐ individual data
- ☐ social data
- ☒ economic data

Question type: Multiple choice multiple select

Ma

Who all are concerned about the value of training

- ☐ competitors
- ☒ immediate managers
- ☒ senior managers
- ☒ top executive

Question type: Multiple choice multiple select

Ma

To arrange appropriate learning conditions for the trainee, knowledge of which interrelated principle is useful

- ☐ employee satisfaction
- ☒ human learning
- ☐ employee work efficiency
- ☒ motivation

Question type: Multiple choice multiple select

Mark

The term intellectual capital includes

- ☒ system understanding and creativity
- ☒ cognitive knowledge
- ☐ marketing skill
- ☐ self motivated creativity

Question type: Multiple choice multiple select

Mark

In case study of Mahindra and Mahindra the employees on their return, the terms are debrief on the trip as

- ☒ the training module,
- ☐ climate
- ☒ their impressions of work process and condition
- ☐ picnic spot

Question type: Multiple choice multiple select

Marks: 4

In the area of applications, it includes

- ☐ form of application
- ☐ closing date
- ☒ full name
- ☒ address for forwarding

Question type: Multiple choice multiple select

Marks: 4

There are various reasons for performance or skill discrepancy , if the causes are within the employee that are

- ☒ attitudes
- ☐ satisfaction
- ☒ motivation
- ☒ ability

Question type: Multiple choice multiple select

Marks: 4

Training will work to ensure which things to guide organisations successfully through the coming decade and into the next century

- ☐ recruit
- ☒ attract and train
- ☒ develop
- ☒ retain

Question type: Multiple choice multiple select

Marks: 4

By providing good QWL one can eliminate the exploration,

- ☐ inequality oppression
- ☒ injustices
- ☒ dissatisfaction
- ☐ restriction

Question type: Multiple choice multiple select

Marks: 4

Increased human performance often leads to

- ☐ increase in number of welfare facility
- ☒ increase in operational productivity
- ☐ increase in number of employee
- ☒ increased company profit

Question type: Multiple choice multiple select

Marks: 4

Which of the other framework build upon the Kirkpatrick's approach and expand focus of evaluation beyond measuring post program effectiveness.

- ☒ Phillips five Level ROI framework
- ☒ CIRO
- ☒ CIPP
- ☐ HRD evaluation

HRDT -1.

Question type: Multiple choice multiple select

Marks: 4

HR professional performs various roles, when he /she plays role of the 'organisation change agent', output of his role includes more efficient work teams and

- ☐ individual assessment sessions
- ☐ quality management
- ☒ intervention strategies
- ☒ implementation and change report

Question type: Multiple choice multiple select

Marks: 4

Following are the factors influencing Training and Development

- ☒ Top Management Support
- ☒ Technology Advances
- ☐ Organizational complexity
- ☒ Employees willingness

Question type: Multiple choice multiple select

Marks: 4

When the cause of poor performance or a skill lies within the environment such as

- ☒ boredom routine
- ☒ lack of support
- ☒ obstructive rules
- ☐ outdated equipment

Question type: Multiple choice multiple select

Marks: 4

Human Resource Development is a process approach to the personal needs of an organisation that takes into account of

- ☒ frustration
- ☐ reports
- ☒ fears
- ☒ ambitions

Question type: Multiple choice multiple select

Marks : 4

Where from the following are potential possibility of danger exist

- ☒ fertiliser industries
- ☒ engineering industries
- ☒ Chemical industries
- ☐ Civil industries

Question type: Multiple choice multiple select

Marks : 4

When the cause of poor performance or a skill lies within the environment such as

- ☒ obstructive rules
- ☒ boredom routine
- ☒ lack of support
- ☐ outdated equipment

Question type: Multiple choice multiple select

Marks : 4

In the area of applications, it includes

- ☒ closing date
- ☐ form of application
- ☒ full name
- ☒ address for forwarding

Question type: Multiple choice multiple select

Marks : 4

Competencies to be achieved are carefully

- ☒ verified
- ☒ identified
- ☐ scanned
- ☒ made public in advance

Question type: Multiple choice multiple select

Marks : 4

Modern training and development policy widen their views it includes interpersonal skills such as

- ☒ group process facilitation
- ☐ coaching
- ☐ lecture
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Question type: Multiple choice multiple select

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- ☐ Civil industries

Question type: Multiple choice multiple select

Marks : 4

If one goes for organising the training programme, decisions must be made about which resources related facilities

- ☒ travel and consultant fees
- ☒ sitting arrangement
- ☐ skilled personnel
- ☒ equipment materials

Question type: Multiple choice multiple select

Marks : 4

The selection process represents an effort to balance the objective of

- ☒ evaluating
- ☐ training
- ☒ attracting
- ☐ observing

Question type: Multiple choice multiple select

Marks : 4

Few among the most important instruments used to collect data are as follows :

- ☐ pie chart
- ☒ Surveys
- ☒ Questionnaire
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Following are the factors influencing Training and Development

- ☒ Top Management Support
- ☒ Technology Advances
- ☒ Organizational complexity
- ☐ Employees willingness

Question type: Multiple choice multiple select

Marks: 4

The technical skills include

- ☒ deciding style and method of presentation
- ☒ preparing and planning a period of instruction
- ☒ organising activities
- ☐ using visual aids incorrectly

Question type: Multiple choice multiple select

Marks: 4

Among the types of information these may be collected

- ☒ system wide data
- ☐ social data
- ☒ individual data
- ☐ economic data

Question type: Multiple choice multiple select

Marks: 4

Employees have preferred learning styles which may be influenced by individual differences of

- ☐ job title
- ☒ personality
- ☒ age
- ☒ experience

Question type: Multiple choice multiple select

Marks: 4

Human Resource Development includes the wide range of activities to encourage the employee of the organisation are

- ☐ maximum utilization of the finance
- ☒ Career Development
- ☒ Training
- ☒ Organisation development

The technical skills include

- ☒ deciding style and method of presentation
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- ☐ maximum utilization of the finance
- ☒ Career Development
- ☒ Training
- ☒ Organisation development

Question type: Multiple choice multiple select

Marks: 4

Which of the following are more easily concealed by applicants

- ☒ gaps in employment
- ☒ problems
- ☐ CV
- ☒ negative information

Question type: Multiple choice multiple select

Marks: 4

The technical skills include

- ☒ deciding style and method of presentation
- ☒ preparing and planning a period of instruction
- ☒ organising activities
- ☐ using visual aids incorrectly

Question type: Multiple choice multiple select

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Question type: Multiple choice multiple select

Marks: 4

Human Resource Development includes the wide range of activities to encourage the employee of the organisation are

- ☐ maximum utilization of the finance
- ☒ Career Development
- ☒ Training
- ☒ Organisation development

SET- 2

Question type: Multiple choice multiple select

Marks: 4

According to author Goldstein steps to conducting Task Analysis there are task description, Develop task statements , and

- ☒ link KSAOs to task
- ☒ determine relevant task dimensions
- ☒ develop KSAO statements
- ☐ Rate task and KSAOs

Question type: Multiple choice single select

Marks: 2

Examination of an organisation's appraisal process and practice can help assess the quality of

- ☒ appraisal
- ☐ tasks
- ☐ training
- ☐ employee

Question type: Fill in the blanks

Marks: 2

Static media involves fixed illustrations that use both words and .

Question type: Fill in the blanks

Marks: 2

can be made against the use of personally planned applications as a form of suitability test

HRDT -1.

Question type: Multiple choice single select

Marks: 2

Who suggests that organisation creates a culture where every person becomes a teacher and every teacher becomes a learner

- ☒ Prof. C.B. Mamoria
- ☐ C.Chandra
- ☐ Stephen Covey
- ☐ Philip kotler

Question type: Multiple choice single select

Marks: 2

Who stated the 8 point criteria to measure quality of work life

- ☒ ClarkeMegginson and Boy dell
- ☐ Clarke
- ☐ F.W. Taylor
- ☐ Walton

Question type: Match the following

Marks: 4

Match the Following

- To determine success in accomplishing program objective
- To compare the costs to the benefits of an HRD program
- To identify the strengths and weakness in the HRD efforts
- To decide who should participate in future programs

- testing and validating instrument must be
- to determine the effectiveness of various elements of the HRD Program
- assists the participants in making decision about whether he /she involved in program
- participants progress report and their implementation about skill and knowledge
- compare costs and its monetary value or usefulness
- testing and validating instrument must be relevant
- provides input

Question type: Match the following

Marks: 4

Match the Following

To determine success in accomplishing program objective

testing and validating instrument must be

To compare the costs to the benefits of an HRD program

compare costs and its monetary value or

To identify the strengths and weakness in the HRD efforts

to determine the effectiveness of various

To decide who should participate in future programs

participants progress report and their imp

Question type: Multiple choice multiple select

Marks: 4

Common results of input evaluation are policies,

- ☒ schedules
- ☐ syllabus
- ☒ proposal
- ☒ procedure

Question type: Multiple choice single select

Marks: 2

Who ensures that the information provided by applicants is on whole and relevant to the job requirements

- ☐ references
- ☐ CV
- ☐ Bio data
- ☒ An application form

Question type: Multiple choice single select

Marks: 2

Which essential things required to make learning process more interesting instead of relevance, meaning

- ☐ blackboards
- ☒ emotions attached to the material taught
- ☐ Good classrooms
- ☐ Good lecturer

Question type: Multiple choice multiple select

Marks: 4

The term intellectual capital includes

- ☐ marketing skill
- ☒ system understanding and creativity
- ☒ cognitive knowledge
- ☐ self motivated creativity

Question type: Match the following

Marks: 4

Match the Following

Learning styles

Technology Advances

Training can be a potential tool

Organisational Complexity

- systematic approach to training need
- systematic approach to training need
- Organisations are influenced with the rapid changes in the economy
- potential to align a firm's employees with its corporate strategies
- Continually upgrade their expertise
- giving individuals the skills they need to think strategically
- changing the way knowledge is delivered to employee

Question type: Match the following

Marks: 4

Match the Following

Learning styles

Technology Advances

Training can be a potential tool

Organisational Complexity

- systematic approach to training need
- changing the way knowledge is delivered
- giving individuals the skills they need to th
- Organisations are influenced with the rapi

HRDT -1.

Question type: Fill in the blanks

Marks: 2

Once personal needs are established a is conducted.

Question type: True or False

Marks: 2

Placing employees in programs they are not motivated to attend or are not prepared to do well is the waste of time and resources .

- ☒ True
☐ False

Question type: True or False

Marks: 2

There are still very few managers who only pay lip service to their key role in achieving results through the people they lead.

- ☒ False
☐ True

Question type: Fill in the blanks

Marks: 2

Ability to clearly is a must for a Trainer.

Question type: Fill in the blanks

Marks: 2

Positive reaction to a training program may make it easier to encourage employees to attend .

HRDT -1.

Question type: Multiple choice single select

Marks: 2

The projected data is compared to the actual data after training and the difference represents the estimate of the impact of the training is the special feature of the following strategy

- ☐ Trend line
- ☒ management estimate the impact of training
- ☐ A control group arrangement
- ☐ Experts provide estimates of the impact of training on the performance variable

Question type: Multiple choice multiple select

Marks: 4

In the organisational characteristics studies it may include goals and objectives ,reward system and

- ☒ delegation and control systems
- ☒ communication systems
- ☐ planning system
- ☒ training system

Question type: Match the following

Marks: 4

Match the Following

Organisation Goal

Effective HRD efforts

Organisation Resources

Organisation needs analysis

- the reason for doing training needs asse: ▾
- needs analysis at every level
- Provides a starting point
- increase abilities and allow to perform their jobs at acceptable level
- "whole system " view of the organisation
- useful in establishing HRD needs
- the reason for doing training needs assessment

Question type: Match the following

Marks: 4

Match the Following

Organisation Goal	the reason for doing training needs asse: ▾
Effective HRD efforts	increase abilities and allow to perform the ▾
Organisation Resources	Provides a starting point ▾
Organisation needs analysis	useful in establishing HRD needs ▾

Question type: Multiple choice single select

Marks: 2

Primarily strong observation skills and writing skills are the basic criterion of selecting whom

- ☐ employer
- ☐ organiser
- ☒ trainer
- ☐ assessors

Question type: Multiple choice single select

Marks: 2

Today many organisation use which system to compile the information for easy retrial

- ☐ information technology
- ☒ Human Resource Information system
- ☐ training and development
- ☐ organisational behaviour

Question type: True or False

Marks: 2

The process of competency mapping is examined after conducting the Assessment Centre .

- ☒ True
- ☐ False

Question type: True or False

Marks: 2

Simply presenting trainees with objective for learning may be enough to elicit the desired behaviour.

- ☒ False
☐ True

Question type: True or False

Marks: 2

The cost incurred in hiring and training any new employee is expensive

- ☐ False
☒ True

Question type: Multiple choice single select

Marks: 2

Through advertisements in newspaper journals, posters, on radio , on television and through internet make it possible to

- ☐ publish advertisement
☐ launch a new plan
☒ contact the public directly
☐ publish annual budget

Question type: Match the following

Marks: 4

Match the Following

The CIRO Approach

Warr,Bird and Rackham ▾

CIPP model

Educators ▾

Evaluation Framework

Krikpatrick's ▾

Evaluation of evaluation efforts

Goldstein ▾

Question type:Multiple choice multiple select

Positive Marks:2

A new workplace emerges placing increased emphasis on

- ☒ performance
- ☒ productivity
- ☒ quality
- ☐ return on investment

Question type:Match the following

Positive Marks:4

Match the Following

Commitment from specialists and generalists
Top level Management support
Training and Development activities
An effective training system

the best time to learn
primary responsibilities lies on
To take an active part in the training and provide the needed resources
changing the way knowledge is delivered to employee

Question type:Match the following

Positive Marks:4

Match the Following

Commitment from specialists and generalists
Top level Management support
Training and Development activities
An effective training system

to take an active part in the training and provide the needed resources
changing the way knowledge is delivered to employee
systematic approach to training need
potential to align a firm's employees with its corporate strategies

HRDT -1.

Question type:Match the following

Positive Marks:4

Match the Following

Commitment from specialists and generalists	primary responsibilities lies on
Top level Management support	To take an active part in the training an...
Training and Development activities	the best time to learn
An effective training system	potential to align a firm's employees wit...

Question type:Multiple choice single select

Positive Marks:2

Which type of management principles recognised the significant role of machines in better and more efficient production system

- ☐ traditional
- ☐ modern
- ☒ scientific
- ☐ International

Question type:Multiple choice multiple select

Positive Marks:2

Personality traits are related to employee learning include locus of control, the need for achievement,

- ☒ sociability
- ☐ activity
- ☒ ability
- ☒ independence

Question type:Multiple choice single select

Positive Marks:2

The six psychological requirements of people which should be taken care of while designing the organisation are advocated by whom

- ☐ Emery and Horsed
- ☒ ClarkeMegginson and Boy dell
- ☐ F.W. Taylor
- ☐ Clarke

Question type:True or false

Positive Marks:2

Provide workers experts experience of local best practices

- ☐ True
- ☒ False

Question type:True or false

Positive Marks:2

Absence of good condition welfare facility may result in ailments like back pain and joint pains which in turn frustrates the employee who may develop stress.

- ☐ False
- ☒ True

Question type:Multiple choice multiple select

Positive Marks:2

Human resource information system include the employee name and contact information and

- ☒ department
- ☒ position history
- ☒ salary
- ☐ date of marriage anniversary

Question type:Fill in the blanks

Positive Marks:2

Prolonged in the same position may cause employee to develop stress.

education
training
employment
evaluation

Question type:Fill in the blanks

Positive Marks:2

Prolonged in the same position may cause employee to develop stress.

employment

Question type:Multiple choice single select

Positive Marks:2

Chief executive needs to recognise on what issues as the primary force to facilitate and achieve change in their organisation.

- ☒ value of learning
- ☐ change
- ☐ training
- ☐ skills of a trainer

Question type:Multiple choice single select

Positive Marks:2

Career development and T &D activities are interlinked with each other what can be implemented at least in part , through an organisation's training programs.

- ☐ Career Plans
- ☒ Performance Appraisal Plans
- ☐ promotions plans
- ☐ compensations and benefit plans

Question type:True or false

Positive Marks:2

Different kinds of form are necessary for different kinds of work

- ☒ True
- ☐ False

Question type:Fill in the blanks

Positive Marks:2

Goals
Products
Processes
Developments

are standardised across organisational and geographical boundaries

Question type:Fill in the blanks

Positive Marks:2

Processes

are measurable and standardised across organisational and geographical boundaries

Question type:Fill in the blanks

Positive Marks:2

Knowledge of the pertinent
can ensure that the HRD effort
problems.

economical issues
social issues
legal issues
organisational issues

will not be itself a source of

HRDT -1.

Question type: Fill in the blanks

Positive Marks: 1

Supervisor should be instructed how to apply when making judgements.

Question type: Multiple choice single select

Positive Marks: 2

What should be discussed openly with employees and counselling or corrective guidance offered to help poor performers improve their performance

- ☒ Appraisals
- ☐ reports
- ☐ evaluation
- ☐ employee's future plans

Question type: True or false

Positive Marks: 1

The amount of money available is an important determinant of HRD efforts while establishing HRD needs.

- ☐ False
- ☒ True

Question type: True or false

Positive Marks: 1

Positive reactions to a training program may make it easier to encourage employees to attend future programs

- ☐ False
- ☒ True

Question type:Fill in the blanks

Positive Marks:1

Positive reaction to a training program may make it easier to encourage employees to attend

seminar
lecture
future programs
workshop

Question type:Fill in the blanks

Positive Marks:1

Positive reaction to a training program may make it easier to encourage employees to attend

future programs

Question type:True or false

Positive Marks:1

Enthusiastic as well as flexible workforce with a broad attitude and perception are available when there is a skill base pay system.

- ☐ False
☒ True

Question type:Match the following

Positive Marks:4

Match the Following

Selection as well as management development device
High ,Exploration ,Establishment, Mid career, Late career, Decline
To provide employees about job openings
It may be stimulus to direct the employee to take up appropriate development initiative

Challenging initial jobs
Job postings
Dissemination of career option information
Effective organisational career development
Stages in career development
Assessment Centre

Question type: Match the following Positive Marks: 4

Match the Following

Selection as well as management development device

High ,Exploration ,Establishment, Mid career, Late career, Decline

To provide employees about job openings

It may be stimulus to direct the employee to take up appropriate development initiative

Assessment Centre

Challenging initial jobs

Job postings

Dissemination of career option information

Effective organisational career development

Stages in career development

Assessment Centre

Question type: Match the following Positive Marks: 4

Match the Following

Selection as well as management development device

High ,Exploration ,Establishment, Mid career, Late career, Decline

To provide employees about job openings

It may be stimulus to direct the employee to take up appropriate development initiative

Assessment Centre

Stages in career development

Job postings

Challenging initial jobs

Question type: Multiple choice single select Positive Marks: 2

Which one of the following architecture is focused on the way information is processed at the neural level and draws its idea from research in neurobiology

☐ cognitive architecture

☐ symbolic architecture

☐ connectionist architecture

☒ instructional psychology

Question type:Multiple choice single select

Positive Marks:2

Which one of the following architecture is focused on the way information is processed at the neural level and draws its idea from research in neurobiology

- ☒ cognitive architecture
- ☐ symbolic architecture
- ☐ connectionist architecture
- ☐ instructional psychology

Question type:Multiple choice single select

Positive Marks:2

Through advertisements in newspaper journals, posters, on radio , on television and through internet make it possible to

- ☐ contact the public directly
- ☐ launch a new plan
- ☒ publish advertisement
- ☐ publish annual budget

Question type:True or false

Positive Marks:1

Organisational job and role analysis are related terms to each other .

- ☒ False
- ☐ True

HRDT -1.

Question type: Fill in the blanks

Positive Marks: 1

outcome evaluation
context evaluation
input evaluation
reaction evaluation

ing information about possible training resources to choose
s or HRD.

Question type: Fill in the blanks

Positive Marks: 1

context evaluation

involves obtaining and using information about possible training resources to choose
between alternative inputs or HRD.

Question type: Fill in the blanks

Positive Marks: 2

Social
Economical
Micro
Macro

nded to ultimately improve the effectiveness of the organisation.

Question type: Fill in the blanks

Positive Marks: 2

Economical

changes are intended to ultimately improve the effectiveness of the organisation.

<p>Question type: Fill in the blanks</p> <p>Positive Marks: 2</p> <p>Micro</p> <p>changes are intended to ultimately improve the effectiveness of the organisation.</p>	1 8
<p>Question type: Fill in the blanks</p> <p>Positive Marks: 2</p> <p>Training competency involves needed to design and implement</p> <p>Programming Expectations Knowledge and skills Technical Know-how</p>	1 8
<p>Question type: Fill in the blanks</p> <p>Positive Marks: 2</p> <p>Training competency involves Knowledge and skills needed to design and implement a Training program.</p>	1 8
<p>Question type: Multiple choice multiple select</p> <p>Positive Marks: 2</p> <p>NLP involves the ability to interpret changes in muscle tone,</p> <p><input checked="" type="checkbox"/> breathing rate and location <input checked="" type="checkbox"/> lower lip size <input type="checkbox"/> skin colour and shininess <input type="checkbox"/> office location</p>	1 8

Question type:Multiple choice multiple select

Positive Marks:2

Many organisations do not conduct the evaluation frequently, those associated with HRD program may be afraid of

- ☒ criticism
- ☐ demotions
- ☒ program cuts
- ☐ transfer

Question type:True or false

Positive Marks:2

Fair wages may never fix pay levels based upon their capability to pay

- ☒ False
- ☐ True

Question type:Multiple choice single select

Positive Marks:2

The purpose of conducting a needs assessment is to prevent fix approach to

- ☒ business problems
- ☐ social problem
- ☐ personal problem
- ☐ economical problems

Question type:Match the following

Positive Marks:4

Match the Following

Motivation x Ability x Perception of the work environment

Adopting the learning environment to maximise learning

Personality and attitudes

Identical elements

Transfer of training
Trainability
Trainability testing
Trainee Characteristics
Traditional learning theorists
Trainee Design

HRDT -1.

Question type: Match the following

Positive Marks: 4

Match the Following

Motivation x Ability x Perception of the work environment

Trainability

Adopting the learning environment to maximise learning

Trainee Design

Personality and attitudes

Trainee Characteristics

Identical elements

Transfer of training

Question type: Multiple choice single select

Positive Marks: 2

Who may regularly attract some applicants whose potential suitability is much more apparent to themselves than it is to the employing organisation

- ☐ private employment agencies
- ☐ organisations
- ☐ All advertised vacancies
- ☒ professional agencies

Question type: True or false

Positive Marks: 2

More training time is devoted to evaluate each participants individually or in small groups as opposed to presenting lectures, is the benefit of CBT identified by Norton (1987).

- ☐ False
- ☒ True

HRDT -1.

Question type:Multiple choice single select

Positive Marks:2

To assist the managers, employee, HRD Professional make informed decisions about particular programs and method one can go for

- ☐ training
- ☒ needs assessment
- ☐ evaluation
- ☐ recruitment and promotion

Question type:True or false

Positive Marks:2

Learning vocabulary in a foreign language usually involves pairing a new word with an object or a picture of an object.

- ☒ True
- ☐ False

Question type:Multiple choice multiple select

Positive Marks:2

The wellformedness conditions for outcomes is that the outcome must be

- ☒ definite
- ☒ demonstratable in sensory experience
- ☒ testable
- ☐ well planned

Question type:Fill in the blanks

Positive Marks:2

According to Abraham Maslows' theory comment on human needs stated that people can be motivated by

economical gains

business profits

non -economic incentives

elites and comfort

Question type: Fill in the blanks

Positive Marks: 2

According to Abraham Maslow's theory, comment on human needs stated that people can be motivated by

non-economic incentives

Question type: Multiple choice single select

Positive Marks: 2

In general, situation linking the investment of the training budget to whom does not seem particularly novel idea

- ☐ strategic plan
- ☒ financial plan
- ☐ marketing plan
- ☐ funds available

Question type: True or false

Positive Marks: 1

In modern era, leading organisations are paid according to the number of different jobs that they can perform.

- ☒ False
- ☐ True

Question type: Fill in the blanks

Positive Marks: 1

Each _____ measures different aspects of organisation.

training programme
Training needs analysis
organisation goals
level of assessment

Question type: Fill in the blanks

Positive Marks: 1

Each measures different aspects of organisation.

Question type: Multiple choice single select

Positive Marks: 2

Which of the following approach that scientific management assumed, gave way to the frustration of workers, which led to human relations movement .

- ☐ scientific approach
- ☒ The mechanical or quantitative approach
- ☐ social approach
- ☐ Technical approach

Question type: Match the following

Positive Marks: 4

Match the Following

The organisation design consultant	<div><div></div><div>assists the HR management in design and development of HR system</div><div>advises management in the design and implementation of change strategies</div><div>presents materials and leads and facilitates structured learning experiences</div><div>advises management on work systems</div></div>
The organisation change agent	
HR strategic adviser	
The HR system designer	

HRDT -1.

Question type: Match the following

Positive Marks: 4

Match the Following

The organisation design consultant	structured learning experiences
The organisation change agent	advises management on work systems design and efficient use of human resources
HR strategic adviser	identifies the need of learner
The HR system designer	consult strategic decision maker of HRD issues

Question type: Match the following

Positive Marks: 4

Match the Following

The organisation design consultant	consult strategic decision maker of HR...
The organisation change agent	advises management in the design and...
HR strategic adviser	assists the HR management in design ...
The HR system designer	advises management on work systems ...

Question type: True or false

Positive Marks: 1

Words need to be chosen carefully and reviewed for a clear-cut objective.

☒ True

☐ False

<p>Question type:Multiple choice multiple select</p> <p>Positive Marks:2</p> <p>The information collected through evaluation can be useful to determine if an individual is to be promoted or</p> <p><input checked="" type="checkbox"/> to be moved up the career ladder</p> <p><input type="checkbox"/> newly recruited</p> <p><input type="checkbox"/> transferred</p> <p><input checked="" type="checkbox"/> given additional assignment</p>	1 8 1!
<p>Question type:Fill in the blanks</p> <p>Positive Marks:1</p> <p>If you keep <div>debriefing</div> the quality of <div>auditing</div> you impart to your workforce the quality of products will keep</p> <p>improving dr <div>evaluating</div></p> <p><div>performing</div></p>	1 8 1!
<p>Question type:Fill in the blanks</p> <p>Positive Marks:1</p> <p>If you keep <div>debriefing</div> the quality of <div>auditing</div> you impart to your workforce the quality of products will keep</p> <p>improving dr <div>evaluating</div></p> <p><div>performing</div></p>	1 8 1!
<p>Question type:Fill in the blanks</p> <p>Positive Marks:1</p> <p>If you keep <div>evaluati...</div> the quality of training that you impart to your workforce the quality of products will keep</p> <p>improving dramatically.</p>	1 8 1!

Question type: Fill in the blanks Positive Marks: 1

The and developing an executive summary outlining strengths and recommendations for training.

list typical tasks
observe the classroom
Survey staff
final report

Question type: Fill in the blanks Positive Marks: 1

The consisted of examining the result and developing an executive summary outlining strengths and recommendations for training.

Question type: Multiple choice multiple select Positive Marks: 2

Which are the three characteristics of learning

☐ personality
☒ Trainability
☒ active practice
☒ attitude

Question type: Fill in the blanks Positive Marks: 1

Managers can obtain the from all members of staff to improve the quality of service and level of productivity.

recognition
requirements
follow-up
optimum contribution

Question type:Fill in the blanks

Positive Marks:1

Managers can obtain the optimum contribution
from all members of staff in achieving the required quality of service and level of productivity

Question type:Fill in the blanks

Positive Marks:1

The Inputs
not only provide unique information but also enable the analyst to confirm findings and
identify and resolve .
viewing needs
Rating
Multiple methods

Question type:Fill in the blanks

Positive Marks:1

The Inputs
not only provide unique information but also enable the analyst to confirm findings and
identify and resolve .

Question type:Multiple choice single select

Positive Marks:2

Who stated the 8 point criteria to measure quality of work life

- ☐ Clarke
- ☐ F.W. Taylor
- ☒ ClarkeMegginson and Boy dell
- ☐ Walton

Question type:True or false

Positive Marks:1

The effect of mental practice on performance decreases as the time interval between practice and performance increases.

- ☐ True
- ☒ False

Question type:True or false

Positive Marks:1

The scheduling and location of the training program can become very difficult and expensive .

- ☐ False
☒ True

Question type:Multiple choice single select

Positive Marks:2

Who must also ensure that the line managers share their commitment to learning and insist on quality in all aspects of training and development

- ☒ CEO
☐ Senior executive
☐ Line manager
☐ manager

Question type:True or false

Positive Marks:1

Many employees lack information about career options

- ☐ False
☒ True

Question type:Multiple choice multiple select

Positive Marks:2

Apart from the use of the national and local press and to a limited extent which more are the important sources of recruitment by means of advertisement

- ☒ professional and trade journals
☒ radio
☒ television
☐ cable network

Question type:Multiple choice single select

Positive Marks:2

Who must also ensure that the line managers share their commitment to learning and insist on quality in all aspects of training and development

- ☒ CEO
- ☐ Senior executive
- ☐ Line manager
- ☐ manager

Question type:True or false

Positive Marks:1

Many employees lack information about career options

- ☐ False
- ☒ True

Question type:Multiple choice multiple select

Positive Marks:2

Apart from the use of the national and local press and to a limited extent which more are the important sources of recruitment by means of advertisement

- ☒ professional and trade journals
- ☒ radio
- ☒ television
- ☐ cable network

Question type:True or false

Positive Marks:1

Many organisations use the techniques of non-confidential reports for giving objective feedback .

- ☒ False
- ☐ True

SET 3

<p>Question type: Fill in the blanks</p> <p>Objectives no matter which, need to be</p> <div><div>Complicated</div><div>Clear</div><div>Desirable</div><div>Obtrusive</div></div>	<p>Positive Marks:1</p>
<p>Question type: Fill in the blanks</p> <p>Objectives no matter which, need to be</p> <div><div>Clear</div></div>	<p>Positive Marks:1</p>
<p>Question type: Multiple choice single select</p> <p>For what purpose trainer must become deeply involved and committed in change process</p> <p><input type="radio"/> profit maximisation</p> <p><input type="radio"/> competition</p> <p><input checked="" type="radio"/> guarantee survival</p> <p><input type="radio"/> increasing revenue</p>	<p>Positive Marks:2</p>
<p>Question type: True or false</p> <p>Human potential is limitless and that is the duty of the organisation to help individual in identifying his/her strength and making full use it .</p> <p><input type="radio"/> False</p> <p><input checked="" type="radio"/> True</p>	<p>Positive Marks:2</p>

Question type: Fill in the blanks Positive Marks: 2

Career development
Organisation development
HR planning
Organisation job/design

authority and system will be organised and integrated individual jobs.

Question type: Fill in the blanks Positive Marks: 2

Organisation job/design

focuses on defining how tasks , authority and system will be organised and integrated across organisation units and individual jobs.

Question type: Multiple choice single select Positive Marks: 2

What has its roots in scientific management advocated by F.W.Taylor way back in 1940s.

☐ Globalisation
☐ Liberalisation
☐ Training
☒ QWL

Question type: Multiple choice multiple select Positive Marks: 2

Job vacancies may occur when an organisation or work unit is set up when any organisation goes through changes of policy, technology , location ,

☒ mergers
☒ demergers
☒ acquisitions
☐ side by

Question type:Multiple choice single select

Positive Marks:2

Program objectives that lack performance,conditions and criteria are often

- ☐ Ambitious
- ☐ Clear
- ☒ Ambiguous
- ☐ safe

Question type:Match the following

Positive Marks:4

Match the Following

Human Resource Information system

Organisation Job design

Performance Management system

Enhancing the effectiveness of an organisation and well being of its member

interdepartmental relations and organisation and definition of jobs
intended to ensure employees skill or competencies to meet current and future job demand
developing a communication system
establishing and maintaining accountability

Question type:Match the following

Positive Marks:4

Match the Following

Human Resource Information system

Organisation Job design

Performance Management system

Enhancing the effectiveness of an organisation and well being of its member

job demand
developing a communication system
establishing and maintaining accountability
to make enlightened human resource decisions
Organisation development

Question type: Match the following		Positive Marks: 4
Match the Following		
Human Resource Information system	establishing and maintaining accountab...	
Organisation Job design	interdepartmental relations and organis...	
Performance Management system	intended to ensure employees skill or c...	
Enhancing the effectiveness of an organisation and well being of its member	Organisation development	

Question type: True or false		Positive Marks: 2
If reliable and valid measures are not available the appraisal may be less than accurate		
<input type="radio"/> False		
<input checked="" type="radio"/> True		

Question type: Multiple choice single select		Positive Marks: 2
Expensive cost in the training needs assessment is the feature of which type of training needs assessment		
<input type="radio"/> within the organisation		
<input checked="" type="radio"/> In -depth		
<input type="radio"/> mini assessment		
<input type="radio"/> outside the organisation		

Question type: Multiple choice multiple select		Positive Marks: 2
Abraham Maslow stated that human needs are arranged in terms of		
<input checked="" type="checkbox"/> social		
<input type="checkbox"/> basic survival		
<input type="checkbox"/> strength		
<input checked="" type="checkbox"/> Psychological		

Question type:Multiple choice single select

Positive Marks:2

Learning is a dynamic process and that performance levels change during institution, possibly requiring a corresponding change in the instructional technique, is the principle It is pick out from the

- ☐ Kobert Gangne
- ☐ Glasers principles
- ☐ The cornerstone of learning theory
- ☒ Traditional learning theorists

Question type:Multiple choice multiple select

Positive Marks:2

Many factors are barrier for the HRD evaluation sometimes it may be beyond the program itself including

- ☒ social culture
- ☐ equipment
- ☐ economy
- ☒ Policies and procedures

Question type:Fill in the blanks

Positive Marks:2

The employee who is provided with optimum degree of _____ in work can improve himself on the job which gives him

- manpower
- technical support
- wages
- freedom

Question type:Fill in the blanks

Positive Marks:2

The employee who is provided with optimum degree of _____ in work can improve himself on the job which gives him immense satisfaction

Question type: Fill in the blanks

Positive Marks: 2

programming language
language study
numeric or quantitative ability
symbolic architectures

Human beings process information in the form of symbol

Question type: Fill in the blanks

Positive Marks: 2

programming language

Human beings rely heavily on the notion that human beings process information in the form of symbol and language

Question type: True or false

Positive Marks: 2

In NLP process you can never engage in the process of doing

- ☒ False
☐ True

Question type: Multiple choice multiple select

Positive Marks: 2

As a learning program specialist he/she does some duties such as

- ☒ intervention strategies
☒ develops and designs appropriate learning programs
☐ denitrifies the need of the learner
☒ prepares material and other learning aids.

Question type: Fill in the blanks

Positive Marks: 2

In early eighteenth century the craft shop owner formed a network of private

- education institutes
- organisations
- franchises
- shops

Question type: Fill in the blanks

Positive Marks: 2

In early eighteenth century the craft shop owner formed a network of private

Question type: Multiple choice single select

Positive Marks: 2

Need for training arises due to various reasons choose the correct one from the following

- ☒ to absorb newer technology in production
- ☐ to increase productivity
- ☐ to improve quality
- ☐ to improve health and safety

Question type: Fill in the blanks

Positive Marks: 2

The result of will highlight the training course.

- mini analysis
- diagnostic person analysis
- Training needs analysis
- in-depth analysis

Question type: Fill in the blanks

Positive Marks: 2

The result of will highlight the subject covered during the training course .

Question type: Multiple choice multiple select

Positive Marks: 2

Human Resource Development is a process approach to the personal needs of an organisation that takes into account of

- ☒ fears
- ☒ frustration
- ☐ reports
- ☒ ambitions

Question type: Fill in the blanks

Positive Marks: 2

As the cost of living the employees demand for more pay.

- high
- increases
- low
- decreases

Question type: Fill in the blanks

Positive Marks: 2

As the cost of living the employees demand for more pay.

Question type:Multiple choice single select

Positive Marks:2

To give people confidence in the instructions and decisions passed down to them by someone who is clearly seen to have confidence in his own decisions and confidence in the future , will happen in which type of style .

- ☒ Positive
- ☐ sympathetic
- ☐ Flexible
- ☐ negative

Question type:Multiple choice single select

Positive Marks:2

which evaluation system can build a database to make help in decision making

- ☒ Comprehensive
- ☐ context
- ☐ reaction
- ☐ outcome

Question type:True or false

Positive Marks:2

It is an ineffective system when the goal is to train group of trainers to perform specific , job related skills .

- ☐ True
- ☒ False

Question type:Multiple choice single select

Positive Marks:2

Tick the correct key aspect of conducting an evaluation

- ☐ HRD program
- ☐ experimental creditability
- ☐ database
- ☒ Building credibility

Question type: Match the following Positive Marks: 4

Match the Following

To set a clear goals and define realistic strategies

A skill performed to a specific standard under specific condition for superior performance

A branch of NLP that concentrates with our subjective representation of time also an imaginary line that concepts the past , present and future

Entirely a people business

Recruitment

competency

performance

skill

Timeline

Assist NLP techniques

Question type: Match the following Positive Marks: 4

Match the Following

To set a clear goals and define realistic strategies

A skill performed to a specific standard under specific condition for superior performance

A branch of NLP that concentrates with our subjective representation of time also an imaginary line that concepts the past , present and future

Entirely a people business

Assist NLP techniques

competency

Timeline

Recruitment

Question type: Multiple choice multiple select Positive Marks: 2

What are the issues involved in maximising learning

☒ training analysis

☒ trainee characteristics

☒ trainee design

☐ transfer of training

HRDT -1.

Question type:True or false

Positive Marks:2

A proforma is more detailed version of training and issues within the organisation interact to produce desired outcome.

- ☒ True
- ☐ False

Question type:True or false

Positive Marks:2

To impart to new entrants the basic knowledge and skills they need for an intelligent performance is one of the major objective of the Training at organisational level.

- ☐ False
- ☒ True

Question type:Multiple choice single select

Positive Marks:2

If too much emphasis is placed on 'inputs' at the expense of 'outputs' there is a risk that it will favour to whom

- ☐ employer
- ☒ employee with good theoretical as well as written knowledge
- ☐ employee with good communication skill
- ☐ trainer

Question type:True or false

Positive Marks:2

Sometimes people are not able to meet the performance expectations because they were never told what the expectations were.

- ☐ False
☒ True

Question type:Multiple choice single select

Positive Marks:2

What are assessed as they enter the program and those with satisfactory knowledge skill may bypass training or competencies already attended

- ☐ Participants confidence
☐ participants' prior experience
☐ Participants' knowledge and skill
☒ participants' learning

Question type:Multiple choice single select

Positive Marks:2

Chief executive needs to recognise on what issues as the primary force to facilitate and achieve change in their organisation.

- ☐ change
☒ value of learning
☐ training
☐ skills of a trainer

Question type: True or false

Positive Marks: 2

The individual and the organisation both will be satisfied when the role and person's capacity match with each other thereby resulting in minimum human resource wastage.

- ☒ True
☐ False

Question type: Match the following

Positive Marks: 4

Match the Following

Employee relation activity

Individual's progress through a series of stages

Training and Development

Health safety and security activity

intended to ensure employees skill or competencies to meet current and future job demand
developing a communication system
presents materials and leads and facilitates structured learning experiences
seek to promote safe and healthy work

Question type: Match the following

Positive Marks: 4

Match the Following

Employee relation activity

Individual's progress through a series of stages

Training and Development

Health safety and security activity

presents materials and leads and facilitates structured learning experiences
seek to promote safe and healthy work environment
Career development
identifies the need of learner

Question type: Match the following

Positive Marks: 4

Match the Following

Employee relation activity

Individual's progress through a series of stages

Training and Development

Health safety and security activity

developing a communication system

Career development

intended to ensure employees skill or c...

seek to promote safe and healthy work ...

Question type: Fill in the blanks

Positive Marks: 2

ongoing performance
sufficient resources
appraisal review
reward

are required for the reward performance

Question type: Fill in the blanks

Positive Marks: 2

sufficient resources

are required for the reward performance

Question type: Multiple choice multiple select

Positive Marks: 2

Realistic career planning becomes increasingly necessary as more and more people seek job that offer

- ☒ opportunity for advancement
- ☒ challenges
- ☒ responsibility
- ☐ threats

Question type: Multiple choice single select

Positive Marks: 2

Which ministry is taking active steps to implement some of the Human Resource Development programmes and QWL improvement programmes.

- ☒ Human Resource
- ☐ Medical
- ☐ Home
- ☐ Education

Question type: Fill in the blanks

Positive Marks: 2

Training plans should be related closely to corporate strategy and built into a

- marketing policy
- training policy
- organisation behaviour
- organisation policy

HRDT -1.

Question type: Fill in the blanks

Positive Marks: 2

Training plans should be related closely to corporate strategy and built into a

organisation policy

Question type: True or false

Positive Marks: 2

Objectives are used as a basis for determining methods to be used to achieve specified outcome.

☐ False

☒ True

Question type: Fill in the blanks

Positive Marks: 2

Management can expect a
of acceptances if it has properly matched the candidate's personality to the job.

greater proportion
suitable
maximum
minimum

Question type: Fill in the blanks

Positive Marks: 2

Management can expect a
of acceptances if it has properly matched the candidate's personality to the job.

greater proportion

HRDT -1.

Question type:Multiple choice multiple select

Positive Marks:2

According to Maslow , people want to satisfy their higher order needs, once they satisfy their basic needs like

- ☒ fair pay
- ☒ good physical conditions
- ☐ QWL
- ☐ Social Relevance of work

Question type:Multiple choice multiple select

Positive Marks:2

Job vacancies may occur when an organisation or work unit is set up when any organisation goes through changes of policy, technology , location ,

- ☐ demergers
- ☒ mergers
- ☒ acquisitions
- ☐ side by

Question type:Multiple choice multiple select

Positive Marks:2

Training can also strengthen inter personal relationship through

- ☒ training communication
- ☒ conflict resolution
- ☐ attractive personality
- ☒ transactional analysis

Question type:True or false

Positive Marks:2

Cost is not a factor for large organisations.

- ☒ True
- ☐ False

Question type:Match the following

Positive Marks:4

Match the Following

Actually doing it and judging its practical value
Watching and examining different points of views
Learning through the direct experience
Thinking about an issues in theoretical terms

▼
Convergent
Abstract Conceptualisation
Reflective Observation
Divergent
Concrete Experience
Active experimentation
▼

Question type:Match the following

Positive Marks:4

Match the Following

Actually doing it and judging its practical value
Watching and examining different points of views
Learning through the direct experience
Thinking about an issues in theoretical terms

Active experimentation	▼
Reflective Observation	▼
Concrete Experience	▼
Abstract Conceptualisation	▼

Question type:True or false

Positive Marks:2

In order to judge whether a painting is of a high quality one needs to orally list the characteristics indicating its quality.

- ☐ False
☒ True

Question type:Fill in the blanks

Positive Marks:2

HRD managers and professionals should continuously monitor the _____ goal and effectiveness.

▼
organisation's environment
organisation goals
organisation behaviour
organisation Climate

HRDT -1.

Question type: Fill in the blanks

Positive Marks:2

HRD managers and professionals should continuously monitor the

goal and effectiveness.

Question type: Fill in the blanks

Positive Marks:2

standardised across organisational and geographical boundaries

- Developments
- Processes
- Products
- Goals

Question type: Fill in the blanks

Positive Marks:2

are measurable and standardised across organisational and geographical boundaries

Question type: Multiple choice multiple select

Positive Marks:2

Application of program evaluation makes it difficult to design ,thus discouraging evaluation efforts few reasons are within the Organisation, that constraints including time and

- ☒ laboratories
- ☒ inability to randomly select participant
- ☒ resources
- ☐ use control groups that receive no training

Question type: Fill in the blanks

Positive Marks: 2

Prolonged

employment
education
training
evaluation

in the same position may cause employee to develop stress.

Question type: Fill in the blanks

Positive Marks: 2

Prolonged

training

in the same position may cause employee to develop stress.

Question type: True or false

Positive Marks: 2

Level of fair wages change depending upon cost of living

- ☐ False
☒ True

Question type: Multiple choice single select

Positive Marks: 2

What are assessed as they enter the program and those with satisfactory knowledge skill may bypass training or competencies already attended

- ☐ participants' prior experience
☐ Participants confidence
☒ Participants' knowledge and skill
☐ participants' learning

Question type:Multiple choice single select

Positive Marks:2

Which of the following assists to utilise the capabilities of employees and plays an important role in QWL.

- ☒ A Challenging Work
- ☐ constitutionalisation
- ☐ Satisfactory work
- ☐ career growth

Question type:Multiple choice single select

Positive Marks:2

Expensive cost in the training needs assessment is the feature of which type of training needs assessment

- ☐ mini assessment
- ☒ In -depth
- ☐ within the organisation
- ☐ outside the organisation

Question type:Multiple choice single select

Positive Marks:2

Which type of management principles recognised the significant role of machines in better and more efficient production system

- ☒ scientific
- ☐ traditional
- ☐ modern
- ☐ International

Question type:Multiple choice multiple select

Positive Marks:2

What are the issues involved in maximising learning

- ☒ trainee characteristics
- ☒ training analysis
- ☐ trainee design
- ☒ transfer of training

Question type:Multiple choice single select

Positive Marks:2

If too much emphasis is placed on 'inputs' at the expense of 'outputs' there is a risk that it will favour to whom

- ☐ employee with good communication skill
- ☒ employee with good theoretical as well as written knowledge
- ☐ employer
- ☐ trainer

Question type:Fill in the blanks

Positive Marks:1

An effective behavioural objective will spell out clearly what is of the learner or trainee.

Objective
accepted
Expected
Performance

Question type:Fill in the blanks

Positive Marks:1

An effective behavioural objective will spell out clearly what is of the learner or trainee.

Expected

Question type: True or false

Positive Marks: 1

Fair wages may never fix pay levels based upon their capability to pay

- ☐ True
☒ False

Question type: Fill in the blanks

Positive Marks: 1

A is a scientific framework of 'what is desirable.'

- select assignment
- competency model
- determine objective
- job analysis

Question type: Fill in the blanks

Positive Marks: 1

A is a scientific framework of 'what is desirable.'

Question type:Multiple choice multiple select

Positive Marks:2

The continuous learning organisation is witnessing new learning intervention in the form of competency based training ,

- ☐ evaluation
- ☒ NLP
- ☒ AC
- ☐ performance appraisal

Question type:True or false

Positive Marks:1

Trade unions' negative role towards the management, anyway assists in improvement of QWL

- ☐ True
- ☒ False

Question type:Fill in the blanks

Positive Marks:1

The intervention in QWL regard is minimum

management
Government
employee
trade union

Question type: Fill in the blanks

Positive Marks: 1

The intervention in QWL regard is minimum

Question type: True or false

Positive Marks: 1

For recruitment efforts without the topic of salary, only time and money are wasted

- ☐ False
☒ True

Question type: Fill in the blanks

Positive Marks: 1

The questionnaire or the interview checklist of the should be piloted on a small scale to test comprehensibility

audit process
survey
data collection
data analysis

Question type: Fill in the blanks

Positive Marks: 1

The questionnaire or the interview checklist of the should be piloted on a small scale to test comprehension and acceptability

Question type: Multiple choice single select

Positive Marks: 2

Awareness of what and the requirement to reduce costs has resulted in a greater understanding by senior line managements of the importance and value of training

- ☐ market value
- ☐ production quality
- ☐ very high competition
- ☒ performance quality

Question type: Fill in the blanks

Positive Marks: 1

One of the barrier to the improvement of QWL is lack of

-
- human resource
- financial resources
- interests

Question type: Fill in the blanks

Positive Marks: 1

One of the barrier to the improvement of QWL is lack of

Question type: True or false

Positive Marks: 1

Employee may not view compliance with the appraisal system as perfunctory and thus play only a passive role during the interview process .

- ☐ False
☒ True

Question type: True or false

Positive Marks: 1

The scheduling and location of the training program can become very difficult and expensive .

- ☐ False
☒ True

Question type: Fill in the blanks

Positive Marks:1

Everyone is

learning

working

training

evaluating

 together is almost as vital as the learning that is taking place

Question type: Fill in the blanks

Positive Marks:1

Everyone is

evaluating

 together is almost as vital as the learning that is taking place

Question type: Multiple choice single select

Positive Marks:2

Which one of the following is defined as "fixed system of mechanisms that underlines and produces cognitive behaviour.

- ☐ symbolic architecture
- ☒ institutional psychology
- ☐ cognitive architecture
- ☐ cognitive psychology

Question type:Multiple choice multiple select

Positive Marks:2

Old employees need refresher course to enable them to keep abreast of the changing methods and

- ☒ sophisticated tools and machinery
- ☐ to introduce them
- ☒ techniques
- ☐ to know the culture

Question type:Multiple choice single select

Positive Marks:2

Where, what, who needs to be trained is the job of the

- ☒ HRD
- ☐ Accounts Department
- ☐ Security
- ☐ Front Office

Question type:True or false

Positive Marks:1

ROI evaluation is characterised as not that much difficult and expensive process.

- ☒ False
- ☐ True

Question type: Match the following Positive Marks: 4

Match the Following

Measuring whether someone has learned something in training

Measuring whether training has transferred to the job

Focus is on trainees perception about the program and its effectiveness

Is the organisation is better able to serve its client

context

Results

input

learning

Job behaviour

Reaction

Question type: Match the following Positive Marks: 4

Match the Following

Measuring whether someone has learned something in training

Measuring whether training has transferred to the job

Focus is on trainees perception about the program and its effectiveness

Is the organisation is better able to serve its client

learning

Job behaviour

Reaction

Results

Question type: Multiple choice multiple select Positive Marks: 2

Experiential Methods include

☐ Case study

☐ Meetings

☒ Games and simulation

☒ Role playing and behaviour modelling

Question type: True or false

Positive Marks: 1

When the subtasks are relatively complex to perform and are misorganised, the whole method is superior.

- ☒ False
☐ True

Question type: True or false

Positive Marks: 1

Learning vocabulary in a foreign language usually involves pairing a new word with an object or a picture of an object.

- ☒ True
☐ False

Question type: Multiple choice multiple select

Positive Marks: 2

Trainers who are internationally qualified, they will be able to

- ☒ adapt to the cultures
☒ speak literate English
☒ apply the principles of learning
☐ wear a branded clothing's

Question type:Multiple choice multiple select

Positive Marks:2

Which self employable skills are expected from the trainer are managing his own time , budgeting ,

- ☒ performing basic marketing tasks
- ☐ having good fund source
- ☒ planning
- ☐ economically literate

Question type:Multiple choice single select

Positive Marks:2

At which stage the organisation should determine its target group, the aims of the assessment centre and desired result

- ☒ Determining competencies
- ☐ Determine objective
- ☐ job analysis
- ☐ select assignment

Question type:Fill in the blanks

Positive Marks:1

Training plans should be related closely to corporate strategy and built into a

marketing policy

training policy

organisation policy

organisation behaviour

Question type: Fill in the blanks

Positive Marks: 1

Training plans should be related closely to corporate strategy and built into a
 .

Question type: Fill in the blanks

Positive Marks: 1

An ideal Trainer would be someone with the requisite

- Development
- Competency
- Module
- Efficiency

Question type: Fill in the blanks

Positive Marks: 1

An ideal Trainer would be someone with the requisite

Question type: True or false

Positive Marks: 1

Outcomes must be stated as universals.

- ☒ False
- ☐ True

Question type: Multiple choice single select

Positive Marks: 2

In which organisation, training is not an activity which is separate from day-to-day activities

- ☐ financial
- ☒ learning
- ☐ marketing
- ☐ service

Question type: True or false

Positive Marks: 1

Individuals in Establishment stage have to reach their peak productivity and rarely they are given work assignments that carry great power or high stages

- ☐ False
- ☒ True

Question type: Fill in the blanks

Positive Marks:1

task analysis

organisational analysis

in-depth analysis

person analysis

the training needs of the individual employee.

Question type: Fill in the blanks

Positive Marks:1

in-depth analysis

is directed at determining the training needs of the individual employee.

Question type: Multiple choice single select

Positive Marks:2

Job vacancies may occur when an organisation or work unit is set up , when any organisation goes through

- ☐ promotion
- ☐ change of policy
- ☐ transfer
- ☒ evaluation

HRDT -1.

Question type: Match the following Positive Marks: 4

Match the Following

The organisation design consultant	<div>assists the HR management in design and development of HR system</div> <div>advises management on work systems design and efficient use of human resources</div> <div>presents materials and leads and facilitates structured learning experiences</div>
The HR system designer	
The organisation change agent	
HR strategic adviser	

Question type: Match the following Positive Marks: 4

Match the Following

The organisation design consultant	<div>presents materials and leads and facilitates structured learning experiences</div> <div>identifies the need of learner</div> <div>advises management in the design and implementation of change strategies</div> <div>consult strategic decision maker of HRD issues</div>
The HR system designer	
The organisation change agent	
HR strategic adviser	

Question type: Match the following Positive Marks: 4

Match the Following

The organisation design consultant	advises management on work systems ...
The HR system designer	assists the HR management in design ...
The organisation change agent	advises management in the design and...
HR strategic adviser	consult strategic decision maker of HR...

Question type: True or false

Positive Marks: 1

A meta analysis of many studies concluded that mental practice is effective for both cognitive and physical tasks.

- ☐ False
☒ True

Question type: Multiple choice multiple select

Positive Marks: 2

Common results of input evaluation are policies,

- ☒ proposal
☒ schedules
☐ syllabus
☒ procedure

Question type: Fill in the blanks

Positive Marks: 1

Trait method
The forced choice method
Mixed standard Scale
Graphic Rating scale

is modification of the basic rating scale method

Question type: Fill in the blanks

Positive Marks: 1

The forced choice method is modification of the basic rating scale method

Question type: Multiple choice single select

Positive Marks: 2

Program objectives that lack performance, conditions and criteria are often

- ☐ Clear
- ☒ Ambiguous
- ☐ Ambitious
- ☐ safe

Question type: True or false

Positive Marks: 1

Provide workers experts experience of local best practices

- ☐ True
- ☒ False

Question type: Fill in the blanks

Positive Marks: 1

Supervisor should be instructed how to apply
when making judgements.

Corrective guideline
appraisal standard
TQM
counselling

Question type: Fill in the blanks

Positive Marks: 1

Supervisor should be instructed how to apply
when making judgements.

TQM

Question type: Fill in the blanks

Positive Marks: 1

According to Abraham Maslow's theory comment on human needs stated that people can be motivated by

- non -economic incentives
- business profits
- economical gains
- elites and comfort

Question type: Fill in the blanks

Positive Marks: 1

According to Abraham Maslow's theory comment on human needs stated that people can be motivated by

non -economic incentives

Question type:Multiple choice multiple select

Positive Marks:2

The organisation has to use external sources , there are two main means of conducting the search for employee through

- ☒ employment consultancies and agencies
- ☒ contacting the public directly
- ☐ SMS
- ☐ Chatting

Question type:Multiple choice single select

Positive Marks:2

Who can able to maintaining the long lasting effects and provide substance to an organisation.

- ☐ Commitment
- ☐ Culture
- ☐ Competency
- ☒ organisation policy

Question type:Multiple choice single select

Positive Marks:2

Who can able to maintaining the long lasting effects and provide substance to an organisation.

- ☐ Commitment
- ☒ Culture
- ☐ Competency
- ☐ organisation policy

HRDT -1.

Question type:Multiple choice multiple select

Positive Marks:2

HRD professionals are also responsible for co-ordinating management training and development program these program may include supervisory training and

- ☒ one day seminars
- ☐ job rotation
- ☒ Live demonstration
- ☐ college and university courses

Question type:Fill in the blanks

Positive Marks:2

training
needs assessment
evaluation
Positive measure

that the material will be transferred to the job.

Question type:Fill in the blanks

Positive Marks:2

Positive measure

at level 2 is no guarantee that the material will be transferred to the job.

HRDT -1.

Question type: Match the following

Positive Marks: 4

Match the Following

Personality and attitudes

Motivation x Ability x Perception of the work environment

Identical elements

Adopting the learning environment to maximise learning

Traditional learning theorists

Trainability

Trainability testing

Trainee Characteristics

Trainee Design

Transfer of training

Question type: Match the following

Positive Marks: 4

Match the Following

Personality and attitudes

Motivation x Ability x Perception of the work environment

Identical elements

Adopting the learning environment to maximise learning

Trainee Characteristics

Trainability

Transfer of training

Trainability testing

Question type: True or false

Positive Marks: 2

A particular reward system or practice may have a high motivation policy.

- ☐ False
- ☒ True

Question type: Fill in the blanks

Positive Marks: 2

organisational analysis
task analysis
in-depth analysis
person analysis

the training needs of the individual employee.

Question type: Fill in the blanks

Positive Marks: 2

task analysis

is directed at determining the training needs of the individual employee.

Question type: Multiple choice multiple select

Positive Marks: 2

Personality traits are related to employee learning include locus of control, the need for achievement,

- ☒ sociability
- ☐ activity
- ☒ ability
- ☒ independence

Question type: True or false

Positive Marks: 2

The ultimate aim of the evaluation process is customer satisfaction .

- ☐ False
☒ True

Question type: Fill in the blanks

Positive Marks: 2

Each

level of assessment

Training needs analysis

training programme

organisation goals

measures different aspects of organisation.

Question type: Fill in the blanks

Positive Marks: 2

Each

level of assessment

measures different aspects of organisation.

Question type: Multiple choice single select

Positive Marks: 2

What things should be considered while employing the organisation and doing recruitment tasks

- ☐ never select candidates having very low experience
- ☒ never select candidates having very high expectation
- ☐ not to select a candidates who mismatch qualification
- ☐ never waste time and money examining the credentials of people

Question type: True or false

Positive Marks: 2

Personality is a unstable part of social characteristics that account for consistent patterns of behaviour.

- ☐ True
- ☒ False

Question type:Multiple choice single select

Positive Marks:2

What does the participants receive as benefits of CBT identified by Norton(1987)

- ☐ promotion
- ☒ a transcript or list of the competencies
- ☐ memo
- ☐ transfer order

Question type:Multiple choice single select

Positive Marks:2

Where, what, who needs to be trained is the job of the

- ☐ Accounts Department
- ☐ Security
- ☒ HRD
- ☐ Front Office