

OBJECTIVE QUESTIONS

SUBJECT: TRAINING AND DEVELOPMENT IN HRM-

CLASS/SEM-SYBMS SEM IV(HR SPECIALIZATION)

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1. Training is the act of increasing the _____ and _____ of an employee for doing a particular job. i) Theory, practical ii) Knowledge, skill iii) Goal, motivation iv) Salary, work
2. _____ analysis centre's primarily upon the determination of the organisations goals. i) Operational ii) Organisational iii) Person iv) Human
3. _____ analysis focuses on the task or job regardless of the employee doing the job. i) Operational ii) Organisational iii) Person iv) Human
4. _____ type of training involves the movement of the trainee from one job to another. i) Job rotation ii) Coaching iii) Internship iv) Lecture
5. Job instruction is also known as training through _____. i) Internship ii) Coaching iii) Step by step iv) Role playing
6. _____ analysis reviews the knowledge, attitudes and skills of the incumbent in each position. i) Operational ii) Organisational iii) Person iv) Human
7. The lecture is _____ and direct method of instruction. i) Traditional ii) modern iii) untraditional iv) indirect
8. Under the _____ group of trainees are given and asked to solve an actual organisational problem. i) Internship ii) Committee assignment iii) coaching iv) lecture
9. In _____ Method actual work conditions are simulated in a classroom. i) Vestibule ii) coaching iii) role playing iv) case study
10. _____ following is not a on the job training method. i) Understudies ii) Job rotation iii) Management by objectives (MBO) iv) Case study method
11. _____ is off the job training method. i) Seminar ii) Job rotation iii) Internship iv) job instruction
12. _____ is a second step in training needs assessment. i) Task ii) Organisational iii) Person iv) Human
13. Evaluation helps determine the extent to which _____ have been achieved. i) efficiency ii) profit iii) organisational objectives iv) employee
14. The _____ is the set of events that affect trainees so that learning is facilitated. i) Training outlook ii) Performance tryout iii) training program iv) Training design

15. The _____ is an integral part of human resources management. i) Training outlook ii) Performance tryout iii) training program iv) Training design
16. _____ means the trainee is asked questions in order to ensure that he / she really knows and understands job. i) presenting the operation ii) Performance tryout iii) Developing training package iv) overall evaluation
17. In _____ job training, the trainee undergoes the training for a specific period. i) on the job ii) off the job iii) ongoing job iv) overall job
18. A need is _____ the process of identifying the "gap" between required and current performance. i) assessment ii) Teaching iii) learning iv) measuring
19. _____ is the act of improving one's knowledge and skill to improve his / her job performance & is job oriented. i) Training ii) Development iii) Recruitment iv) selection
20. _____ help to identify employees who need training that is whether employee's current performance or expected performance indicates a need for training. i) organisational analysis ii) person analysis iii) task analysis v) feedback analysis.
21. _____ involves organisational analysis, person analysis and task analysis. i) Coaching ii) Need assessment iii) Training iv) Role playing
22. _____ is undertaken to determine the knowledge, skills and ability necessary to complete the various tasks involved in a total job. i) organisational analysis ii) person analysis iii) task analysis v) feedback analysis.
23. In the _____, a group meeting is concluded wherein the members discuss and share a problem common to them by oral participation. (business games, conference method, Role playing)
24. _____ is a structured approach to training which requires an orderly progression through a series of steps. (Job instruction training (JIT), job enlargement, job enrichment)
25. _____ of the following is not an area of training. (Company policies, Specific skills, Job satisfaction, Human relation)
26. _____ involves preparing an individual for a future job and growth of an individual in all respects. (Training, Development, Need assessment, lecture)
27. _____ is a planned and organised learning process. (HPT, Management development, career development, career path)
28. _____ is a systematic approach to improving individual and organisational performance. (HPT, Management development, career development, career path)

29. _____ based on the assumption that human performance is lawful, drawing principles from numerous fields including psychology, systems theory, engineering, and business management. i) counselling ii) Development iii) training iv) HPT
30. _____ is an evaluation of where you stand on these three factors will be a good starting point for making plans for success. i) counselling ii) technical competence iii) personal integrity iv) self evaluation balance sheet
31. _____ consists of activities undertaken by the individual employee and the organisation to meet career aspirations and job requirements. (career path, career development, teaching development)
32. _____ is the process of ensuring that qualified persons are available to assume key managerial positions, whenever these fall vacant due to untimely death, premature firing, resignation and retirements. (Performance appraisal, Succession planning, MBO, Career Development)
33. _____ is the programme by which executive capacities to achieve desired objectives are increased. (Executive development, career development, teaching development)
34. _____ is not a step in succession planning. (staffing and development, creating congenial environment, To prepare management's staffing plan, External Benchmarking)
35. All the following are the issues for which counselling, except _____. (Stress, Family problem, Gambling, Health problem)
36. Organizational consultancy are provided issues for _____. (Work related stress, Trauma, Drug and Alcohol problem, Depression)
37. _____ is not a type of counselling. (Telling, Manipulating, Arguing, Advising)
38. Co-operative counselling is a _____ counsellor-counselee relationship that establishes a cooperative exchange of ideas to help solve a counselee's problems. (Different, Personal, Mutual, Direct)
39. _____ career stage whereas an individual has chosen career, he requires regular feedback on his performance. (Exploration, Decline, Establishment, Mild-career)
40. _____ in this career stage employees try to retain the name they have established in their career. (Exploration, Decline, Establishment, Mild-career)

41. _____ is an act Of communication because it is an exchange of ideas, and feeling between two people nominally a counsellor and a counselee.(counselling,Succession planning,HPI,development)
42. _____ is a process of directing the employees to solve their emotional problems through advice,reassurance,communication,release of tension . i) non-direcitive counselling ii) Directive counselling iii) co-operative counselling iv) feedback counselling
43. _____ is the process of skillful listening and encouraging a counsellee to explain bothersome emotional problems, understand them and determine the course of action. i) non-direcitive counselling ii) Directive counselling iii) co-operative counselling iv) feedback counselling
44. Career planning through _____ has better chance of success. i)self development ii) succession planning iii) job responsibilities iv) effective intelligence
45. _____ is a planned and organised learning process.(Management development,Task analysis,Performance layout)
46. The transferring of executives from job to job and from department to department in a systematic manner is called_____.(Job rotation,job analysis.job enlargement)
47. The Main objective of management development is to prepare managers for handling overall _____ in the organization.(Responsibility, Deficiency, Authority,development)
48. In _____ effect the appraiser tend to give high ratings and only positive feedback to the appraisee .(leniency, Recency, Halo)
49. The _____ helps to eliminate Redundant activities .(Knowledge management, Global management, Talent Management)
50. _____ is the process of assessing the performance of consisting of series of step.(Basket method, performance Appraisal, Skill Development)
51. _____ is a systematic approach to improving individual and organisational performance. (Directive counseling, Human performance improvement, job satisfaction)
52. _____ is also called as full circle appraisal.(MBO, 360 appraisal, Team appraisal)
53. In _____ the trainee is placed under a particular supervisor who acts as an instructor or teacher job knowledge.(Coaching, job rotation, case study)

54. _____ is concerned with measuring individuals effectiveness in their roles, understanding their aspirations and determining which development actions would be most appropriate.(Directive counseling, Human performance improvement, performance measurement)
55. _____ is future oriented activity.(Global talent management,Knowledge management,human management)
56. _____ is the process by which talent is sought, developed and directed to achieve business goals.(Talent Management,Performance Management,Grievances Management)
57. Performance appraisal is also called as _____.(Service Rating/Structure Rating/System Rating/Strategy Rating)
58. _____ is essentially a discussion of a problem that usually has an emotional dimension.i) learning ii) Teaching iii) Counselling iv) Treating
59. Non-directive counselling is alternatively called _____centred counselling.i) Customer ii) Employee iii) Employeriv) Client
60. Co-operative counselling is a _____counsellor-counselee relationship that establishes a cooperative exchange of ideas to help solve a counselee's problems.i) Different ii) Personal iii) Mutual iv) Direct
61. _____ career stage begins with the candidate getting the first job.i) Exploration ii) Decline iii) Establishment iv) Mild-career
62. _____ career stage represents the completion of one's career usually culminating into retirement.i) Exploration ii) Decline iii) Establishment Cié) Mild-career
63. Development is a _____process.i) Explanatory ii) continuous iii)job enrichment iv) emotional process.
64. _____ refers to the process of identifying and developing the future leadership of the company.i) internship ii) MDP iii)Succession planning iv)career planning.
65. _____ is a management technique to map out career movement and growth opportunities.i) HRD ii) counselling iii)career choice iv) Career planning

66. In _____ the trainee is placed under a particular supervisor who acts as an instructor and teaches job knowledge. i) Coaching ii) Job rotation iii) Case study iv) Simulation
67. Under _____ technique the situation is duplicated in such a way that it carries a closer resemblance to the actual job situation. i) Coaching ii) Job rotation iii) Case study iv) Simulation
68. The transferring of executive from job to job in a systematic manner is called _____. i) Coaching ii) Job rotation iii) Case study iv) Simulation
69. _____ is a meeting of several people to discuss the subject of common interest. i) Coaching ii) Job rotation iii) Conference iv) Simulation
70. The _____ organizes the material and gives it to a group of trainees in the form of talk. i) Coach ii) Job rotator iii) Lecturer iv) Employee
71. _____ is a description of a management problem as viewed or presented to a decision-maker. i) Case ii) incident iii) Lecturer iv) conference
72. The appraisal process begins with the establishment of performance _____. i) Standard ii) Measurement iii) Improvement iv) Guidance
73. The actual performance is compared with the _____ standards. i) Decided ii) Improved iii) Predetermined iv) Real
74. _____ method is also called as goal—setting approach. i) MBO ii) BARS iii) 360 degree iv) Essay appraisal
75. The three commonly used methods of ranking are alternation, _____ and forced distribution. i) alternative ii) paired comparison iii) forced distribution iv) alternation
76. The employees are categorized as "Top Standard" and "Bottom" and placed under a _____ curve. i) alternative ii) paired comparison iii) forced distribution iv) Checklist method
77. _____ concentrates on the behavioural traits displayed by the employees. i) MBO ii) BARS iii) 360 degree iv) Essay appraisal
78. In _____ effect, the appraiser tend to give high ratings and only positive feedback to the appraisee. i) Halo effect ii) Leniency effect iii) Stringency effect iv) Recency effect

79. _____ knowledge is put in paper or electronic format. i) Explicit ii) Implicit iii) Electronic iv) Useful
80. knowledge is stored organized in a _____. i) Repository ii) Storage iii) Utilisation iv) Sharing
81. The knowledge management help to eliminate _____ activities. i) regular ii) Special iii) Redundant iv) Poor
82. _____ is not an importance of training. i) Higher productivity ii) Higher morale iii) Adaptability iv) Panel research
83. _____ is not a step in training. i) organisational objective ii) training policy iii) performance tryout iv) increasing competition
84. _____ is a criteria for identifying training needs. i) skill analysis ii) organisational analysis iii) group analysis iv) job analysis
85. _____ is not function of counselling. i) performance ii) advice iii) communication iv) reorientation
86. _____ is not stages of career development cycle. i) exploratory ii) establishment iii) maintenance iv) balance stage
87. _____ consists of all activities by which executive learn to improve their behavior and performance. i) management development ii) multiple management iii) talent management iv) knowledge management
88. Under the method _____ the trainees are divided into groups or different teams. i) coaching ii) business games iii) case study iv) simulation
89. Managerial ___ is a six phase programme lasting from three to five years. i) plan ii) grid iii) role iv) discussion
90. The main objective of sensitivity training is the development of awareness of and sensitivity of ___ patterns of oneself and others. i) behavioural ii) personal iii) social iv) economical
91. _____ results in an over-simplified view and blurs the assessment of job performance. i) Recency Effect ii) Halo Effect iii) Stereo Typing iv) Horn Effect
92. _____ is not stages in the process of talent management. i) attracting talent ii) managing succession iii) selecting talent iv) high potential talent

93. _____ is not six principles of effective global talent management. i) cultural embeddedness ii) balance of global and local needs iii) motivation iv) management involvement
94. _____ is a framework which recognises that the evaluation of corporate performance involves multi-dimensional approaches and accordingly incorporates both financial and non-financial measures. i) balanced scorecard ii) EFQM iii) EVA iv) performance review
95. _____ is a multiple assessment of several individuals performed simultaneously by a group of trained evaluators using a variety of group and individual exercises. i) Assessment centre ii) BARS iii) MBO iv) FIELD review method
96. _____ are the principles of right and wrong that are accepted. i) ethics ii) objectives iii) features iv) goals
97. _____ viewed as a strategy approach to managing human capital throughout the career cycle. i) knowledge management ii) talent management iii) global management iv) HiPo
98. _____ is allowing past performance to influence present evaluation. i) halo effect ii) horn effect iii) spill over effect iv) halo effect
99. _____ focus on high performing individuals also known as high potentials. i) knowledge management ii) talent management iii) global talent management iv) HiPo
100. _____ is the desire component of productive engagement, the extent to which employees want to perform well. i) resources ii) motivation iii) alignment iv) capability

