



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)

Department of Management Studies

QUESTION BANK

Training and Development (18MBA214C)

SREENIVASA INSTITUTE *of* TECHNOLOGY *and* MANAGEMENT STUDIES
(AUTONOMOUS)

(TRAINING AND DEVELOPMENT)

QUESTION BANK

II MBA / I - SEMESTER

REGULATION: R22



S MS

BY

FACULTY INCHARGE : DR.JYOSHNA.C, ASSISTANT PROFESSOR

DEPARTMENT : MASTER OF BUSINESS ADMINISTRATION



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II MBA I Semester

Training and Development
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Course Educational Objectives (CEOs):

- CEO1:** To make students understand the basic perspectives of training and development and various models of training.
- CEO2:** To provide the basic knowledge on career management concepts.
- CEO3:** To provide the conceptual knowledge and adaptive vocational and generic skills, reflect essential knowledge, skills or attitudes, focus on results of the learning experience.
- CEO4:** To provide the students with the conceptual framework and theories that are essential in organizational behavior
- CEO5:** To Make the students understand about the various methods of training program and process of evaluation of training.

UNIT - I: Training and Development: Introduction, Significance - Training Process - Models of Training - Systematic Model, Transition Model, and Systems Approach to Training

UNIT-II: Career Management: Concept and Significance - Models of Career Development (Career Stages) - Roles of Employees, Managers, Human Resource Managers and Company in Career Management

UNIT- III: Training Function and organization: HR and the Training Function – Organisation and Management of Training Function Role, Responsibilities and Challenges of Training.

Managers Training Centre in Organisation: Role of External Agency in T & D, Training as Consultancy - Issues on Training: Location, Duration, Assumptions, Goals and Techniques – Cost of Training – Training Budget - Selection of Trainees and its Criteria.

UNIT- IV: Training Needs Assessment: Training Needs Analysis - Organization Analysis, Person Analysis, Task Analysis, Need Assessment Techniques and Advantages. **Training Design:** Designing a Training Module (Cross Cultural Leadership, Training the Trainer, Change), Lesson Plans. **Training Implementation:** Approaches, Seating Arrangements, Training of Trainees, Training Aids, Teaching and Facilitation Skills.

UNIT - V: Training and Development Methods: Methods for Different Levels of Employees -E-Learning – CBT - Multimedia Training - Distance Learning. **Evaluation of Training Program:** Principles, Criteria and Approaches of Evaluation - Return on Investment in Training – Cross Culture Training - Kirkpatrick Model of Evaluation – CIRO Model.



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Course Outcomes:

On successful completion of the course the student will be able to		POs related to COs
CO1	Acquired basic knowledge on training and development program and its models	PO1,PO2,PO3
CO2	Identify the various career management concepts to choose their career objectives	PO1,PO3, PO4
CO3	Demonstrate the various responsibilities and issues of training program	PO1,PO2, PO5
CO4	Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment	PO5,PO2, PO6
CO5	Achievement of analytical power among students related to HR activities and provides the opportunities to develop their knowledge and skills in all areas of human resource management	PO1,PO2 PO4, PO5

References:

1. Employee Training & Development, 6/e, 2013, Raymond A Noe, Tata McGraw-Hill, New Delhi.
2. Effective Training, 5/e, 2012, James Thacker, Nick P. Blanchard, V Anand Ram, Prentice Hall India, New Delhi.
3. Training and Development, 3/e, 2011, Rolf P Lynton and UdaiPareek, SAGE Publications, New Delhi.
4. Training in Organizations, 4/e, 2009, Irwin L Goldstein, J Kevin Ford, Thomson, Wadsworth

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Question No.	Questions	PO Attainment
UNIT – 1: Training and Development		
PART-A (Two Marks Questions)		
1	Define training.	PO1,PO2,PO3
2	What is development?	PO1,PO2,PO3
3	List the objectives of training and development.	PO1,PO2,PO3
4	Write about the characteristics of training and development?	PO1,PO2,PO3
5	What do you understand by training and development?	PO1,PO2,PO3



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6	What is training and development?	PO1,PO2,PO3
7	Differentiate between training and development.	PO1,PO2,PO3
8	Define system model.	PO1,PO2,PO3
9	What is transition model?	PO1,PO2,PO3
10	Explain instructional system development model.	PO1,PO2,PO3
11	How to find training need?	PO1,PO2,PO3
12	Explain features of training in the organization.	PO1,PO2,PO3
13	What are the roles of training?	PO1,PO2,PO3
14	Explain need s of training in the organization.	PO1,PO2,PO3
15	What are the advantages of training?	PO1,PO2,PO3
16	What are the phases of systematic model?	PO1,PO2,PO3
17	List out various training programs in various organizations.	PO1,PO2,PO3
18	What are the objectives of transition model.	PO1,PO2,PO3
19	Differentiate between transition and systematic model.	PO1,PO2,PO3
20	What are the advantages of systems approach to training?	PO1,PO2,PO3

PART-B (Ten Marks Questions)

1	What is training? Explain significance of training.	PO1,PO2,PO3
2	What is the difference between training and development	PO1,PO2,PO3
3	Describe training process.	PO1,PO2,PO3
4	Briefly discuss about models of training.	PO1,PO2,PO3
5	Discuss systems approach to training.	PO1,PO2,PO3
6	Define system model and explain stages of systematic model.	PO1,PO2,PO3
7	Explain differences about transition model and system model.	PO1,PO2,PO3
8	What are the objectives of training and development? Explain.	PO1,PO2,PO3
9	Explain the system approach to training and its advantages.	PO1,PO2,PO3
10	What is the need for training in an organization?	PO1,PO2,PO3

**Question
No.**

Questions

**PO
Attainment**

UNIT – 2: Career Management

PART-A (Two Marks Questions)



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1	Define career.	PO1,PO3,PO4
2	How to enhancing your career. Explain	PO1,PO3,PO4
3	What are the characteristics of career?	PO1,PO3,PO4
4	What are the problems of career?	PO1,PO3,PO4
5	What is career management?	PO1,PO3,PO4
6	Explain characteristics of career management.	PO1,PO3,PO4
7	Explain Importance of career development.	PO1,PO3,PO4
8	What are the objectives of career development?	PO1,PO3,PO4
9	What are the steps consisting career development system.	PO1,PO3,PO4
10	What are the stages of career development?	PO1,PO3,PO4
11	Roles of employees in career management.	PO1,PO3,PO4
12	Roles of manager in career management.	PO1,PO3,PO4
13	Importance of human resource manager in career management.	PO1,PO3,PO4
14	Importance of company in career management.	PO1,PO3,PO4
15	Define career management system.	PO1,PO3,PO4
16	What are the various career stages	PO1,PO3,PO4
PART-B (Ten Marks Questions)		
1	Define career? Explain the models of career briefly.	PO1,PO3,PO4
2	Explain the objectives and importance of career management.	PO1,PO3,PO4
3	Elaborate objectives and importance of career development.	PO1,PO3,PO4
4	Explain theories of career development.	PO1,PO3,PO4
5	State the importance career development program.	PO1,PO3,PO4
6	Describe the models of career development.	PO1,PO3,PO4
7	Explain the process of career management system.	PO1,PO3,PO4
8	What are the roles managers, employees in career management.	PO1,PO3,PO4
Question No.	Questions	PO Attainment
UNIT – 3:		
PART-A (Two Marks Questions)		



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1	Meaning of training function.	PO1,PO2,PO5
2	Explain the purpose of training function.	PO1,PO2,PO5
3	What are the characteristics of training function?	PO1,PO2,PO5
4	Explain stages in the development of training function.	PO1,PO2,PO5
5	Explain the Importance of HR in training function.	PO1,PO2,PO5
6	What are the components of training function?	PO1,PO2,PO5
7	Role of organization in training function.	PO1,PO2,PO5
8	Role of management in training function.	PO1,PO2,PO5
9	Explain responsibilities of training.	PO1,PO2,PO5
10	Challenges of training.	PO1,PO2,PO5
11	Guidelines of organizing training function.	PO1,PO2,PO5
12	What are the different roles of training function?	PO1,PO2,PO5
13	What is the role of external agency in training and development?	PO1,PO2,PO5
14	List out types of external training institutions.	PO1,PO2,PO5
15	What are the goals of training institutions?	PO1,PO2,PO5
16	What are the importances of training consultancies?	PO1,PO2,PO5
17	What are the different issues on training?	PO1,PO2,PO5
18	Give the meaning of cost of training.	PO1,PO2,PO5
19	Explain the importance of training budget.	PO1,PO2,PO5
20	Explain selection trainees and its criteria.	PO1,PO2,PO5
PART-B (Ten Marks Questions)		
1	Define training function? Explain its process.	PO1,PO2,PO5
2	What are the roles and responsibilities while carrying training function.	PO1,PO2,PO5
3	Elaborate training and corporate strategy.	PO1,PO2,PO5
4	How the managers training centre in organizations.	PO1,PO2,PO5
5	What is the role external agency in training and development?	PO1,PO2,PO5



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6	Discuss training as a consultancy..	PO1,PO2,PO5
7	What is the importance of training policies?	PO1,PO2,PO5
8	How training budget estimated explain	PO1,PO2,PO5
9	What is a criterion for selecting a trainee?	PO1,PO2,PO5

Question No.	Questions	PO Attainment
UNIT – 4: Growth and Diversification Strategy		
PART-A (Two Marks Questions)		
1	Explain training need analysis.	PO5,PO2, PO6
2	What do you understand by the term ‘training need’?	PO5,PO2, PO6
3	List out four key reasons for firm to conduct training need analysis.	PO5,PO2, PO6
4	List out benefits from the outcome of training need analysis.	PO5,PO2, PO6
5	What is task analysis?	PO5,PO2, PO6
6	What do you mean by training design?	PO5,PO2, PO6
7	What is person analysis?	PO5,PO2, PO6
8	What are the advantages of need assessment?	PO5,PO2, PO6
9	Explain need assessment techniques.	PO5,PO2, PO6
10	Purpose of training needs assessment.	PO5,PO2, PO6
11	Define training design.	PO5,PO2, PO6
12	What are the models of training design?	PO5,PO2, PO6
13	What is ice breaking?	PO5,PO2, PO6
14	Role of trainee in transfer of training.	PO5,PO2, PO6
15	Importance of cross cultural leadership in training module.	PO5,PO2, PO6
16	What is lesson plan in training programme?	PO5,PO2, PO6
17	What is training implementation?	PO5,PO2, PO6
18	Give examples of training aids.	PO5,PO2, PO6



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19	What is the importance of seating arrangements in training programme?	PO5,PO2, PO6
20	Explain the Qualities of trainer.	PO5,PO2, PO6
PART-B (Ten Marks Questions)		
1	Elaborate levels of training need assessment.	PO5,PO2, PO6
2	Explain the process of competency modeling.	PO5,PO2, PO6
3	Elaborate training design process.	PO5,PO2, PO6
4	Describe designing a training module.	PO5,PO2, PO6
5	Explain training need analysis process.	PO5,PO2, PO6

Question No.	Questions	PO Attainment
UNIT – 5: Training and Development Methods		
PART-A (Two Marks Questions)		
1	Meaning of training methods.	PO1,PO2,PO4
2	What are the functions of training methods?	PO1,PO2,PO4
3	What is on – the job training?	PO1,PO2,PO4
4	Meaning of off- the job training.	PO1,PO2,PO4
5	Differentiate between on- the job and off- the job.	PO1,PO2,PO4
6	What is vestibule training?	PO1,PO2,PO4
7	Define job rotation.	PO1,PO2,PO4
8	What is field trip method?	PO1,PO2,PO4
9	Differentiate between coaching and case study training methods.	PO1,PO2,PO4
10	What is E-Learning?	PO1,PO2,PO4
11	Importance E-learning in trainings.	PO1,PO2,PO4
12	What is CBT?	PO1,PO2,PO4
13	Define multimedia training.	PO1,PO2,PO4
14	Differentiate between multimedia and CBT.	PO1,PO2,PO4
15	What is distance learning?	PO1,PO2,PO4
16	Define training evaluation.	PO1,PO2,PO4
17	What is Kirkpatrick model?	PO1,PO2,PO4



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18	What is CIRO model?	PO1,PO2,PO4
19	Explain cross cultural training.	PO1,PO2,PO4
20	What return on investment in training?	PO1,PO2,PO4
PART-B (Ten Marks Questions)		
1	What are the various types methods for training.	PO1,PO2,PO4
2	Write a short notes on a)E-learning b)CBT c) multimedia training.	PO1,PO2,PO4
3	Describe Criteria and approaches of evaluation of training program.	PO1,PO2,PO4
4	Explain Kirkpatrick model of evaluation.	PO1,PO2,PO4
5	Write a short notes on a) return on investment in training b)cross culture training.	PO1,PO2,PO4

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