

## **MANGEMENT TRAINING AND DEVELOPMENT**

### **HRM -Specialisation**

#### **BBA -VI Semeste-CUCBCSS-2014 admn**

#### **MULTIPLE CHOICE QUESTION BANK WITH ANSWER KEYS**

1. -----is the process of increasing the knowledge and skills for doing a particular job.
  - a. Education.
  - b. training
  - c. Selection
  - d. none of these.
2. Pre-job training is otherwise known as.
  - a. Orientation training.
  - b. safety training.
  - c. job training.
  - d. Promotional training.
3. ----- training is deifned to revive and refresh the knowledge and update the skills of the existing employees.
  - a. Remedial training.
  - b. Refresher training.
  - c. promotional training.
  - d. orientation training.
4. ----- training provides to maximise accidents and damage to machinery.
  - a. Job training.
  - b. safety training.
  - c. promotional training.
  - d. none of these.

5. .... training is arranged to overcome the shortcomings in the behaviour and performance of old employees.
- a. Orientation training.
  - b. safety training.
  - c. job training.
  - d. remedial training.
6. .... training involves training of existing employees to enable them to perform higher level jobs.
- a. Orientation training.
  - b. safety training.
  - c. promotion training.
  - d. remedial training.
7. .... is a systematic and detailed analysis of jobs to identify job contents, the knowledge, skills and aptitudes required and the work behaviour.
- a. Task analysis.
  - b. Man power.
  - c. Organisational analysis.
  - d. None of these.
8. .... involves a study of the entire organisation in terms of its objective, human resources, resource allocation , utilisation growth potential and its environment.
- a. Task analysis.
  - b. Manpower.
  - c. Organisational analysis.
  - d. All of these.
9. Under .... method the trainee is placed on a regular job and taught the skills necessary to perform it.
- a. On the job training.
  - b. Off the job training.
  - c. Vestibule training.

d. None of these.

10. Under ..... training method actual job conditions are duplicated or stimulated.

a. OJT.

b. Off the job training.

c. Vestibule training.

d. All of these.

11. Under ..... training method theoretical instruction and practical learning are provided to trainees in training institutes.

a. OJT.

b. Off the job training.

c. Apprenticeship training.

d. All of these.

12. Under ..... training method training is provided in company classrooms or in educational institutions.

a. OJT.

b. Class room training.

c. Apprenticeship training.

d. None of these.

13. Under ..... training it is a joint programme of training in which educational institutions and business firms co-operate.

a. Internship training.

b. Off the job training.

c. Vestibule training.

d. None of these.

14. .... is the process of providing training to persons who underwent training earlier in their job.

a. Retraining.

- b. training.
- c. internship training.
- d. none of these.

15..... is the process of choosing the most suitable persons from all the applicants.

- a. Induction.
- b. Selection.
- c. Placement
- d. Recruitment.

16..... is related with a decision to place a selected individual in one job than other.

- a. Placement.
- b. Selection.
- c. Recruitment.
- d. Induction.

17..... be defined as downgrading an employee by reducing his salary, decreasing his responsibility, authority and status.

- a. Transfer.
- b. Promotion.
- c. Demotion.
- d. None of these.

18..... is the process of increasing the general knowledge and understanding of employees.

- a. Training.
- b. Education.
- c. Training.
- d. All of these.

19. Training courses typically designed for ..... .

- a. Short term.
- b. Long term.

- c. Medium term.
- d. All of these.

20..... becomes necessary when an employee moves from one job to another due to promotion and transfer.

- a. Training.
- b. Education.
- c. Both of these.
- d. None of these.

21.The following are the benefits of training.

- a. Increased productivity.
- b. Reduced accident.
- c. Reduced supervision.
- d. All of these.

22.The following training aims to provide broad training to enable the trainee to take up wide variety of tasks within his field of specialisation.

- a. Demonstration.
- b. OJT.
- c. Apprenticeship.
- d. All of these.

23.Demonstration type of training method is used to train.

- a. Workers.
- b. Supervision.
- c. Managers.
- d. All of these.

24.The following is not a part of lower level management.

- a. Worker.
- b. Fireman.
- c. Supervisor.

d. Inspector.

25. The following method is used to give to trainees the important information in permanent form for immediate or future use.

- a. lecture method.
- b. Conference.
- c. Written instructional method.
- d. Training with in the industry.

26. Training within the industry (TWI) scheme imparts training in.

- a. Job instruction.
- b. Job rotation.
- c. Job method.
- d. All of these.

27. The following is not a on the job training method.

- a. Understudies.
- b. Job rotation.
- c. MBO
- d. Case study method.

28. The following is vertical expansion of the job.

- a. Job rotation.
- b. Job enrichment.
- c. MBO.
- d. All of these.

29. .... is widely used for human relations and leadership training.

- a. Business games.
- b. Role playing.
- c. Case study method.
- d. Job rotation.

30. The term procurement stands for.

- a. Recruitment & selection.
- b. Training and development.
- c. Pay and benefits.
- d. Health and safety.

31. Which of the following is an example of operative function of the managers.

- a. Planning.
- b. Procurement.
- c. Organising.
- d. Controlling.

32. Job instruction training otherwise known as.

- a. On the job training.
- b. Off the job training.
- c. Classroom training.
- d. None of these.

33. Under ..... training workers rotate through a variety of jobs, thereby providing a wider exposure.

- a. Job rotation.
- b. Job enlargement.
- c. Job enrichment.
- d. All of these.

34. Audio visual training is a method of.

- a. On the job.
- b. Off the job.

- c. Vertibute.
- d. None of these.

35.The following is not a off the job training method.

- a. Conferences.
- b. Case study.
- c. Coaching.
- d. Seminars.

36.CBT stands for.

- a. Computer based training.
- b. Computer base training.
- c. Customer based training.
- d. Cost based training.

37..... is meant for managerial personnel or executives.

- a. Training.
- b. Executive development.
- c. Both of these.
- d. None of these.

38.Human resource development has.

- a. Micro aspect.
- b. Macro aspect.
- c. Both micro and macro aspect.
- d. None of these.

39.Step by step training otherwise known as ..... .

- a. OJT.
- b. Off the job training.



- c. Classroom training.
- d. None of these.

40. In basket exercise is a method of.

- a. On the job training.
- b. Off the job training.
- c. Vertibute.
- d. All of these.

41. .... training technique helps to develop situational judgement and social sensitivity.

- a. In basket exercise.
- b. Case study.
- c. Sensitivity training.
- d. Role playing.

42. To develop competent successors to senior executives ..... method of training is necessary.

- a. In basket exercise.
- b. Under study.
- c. Sensitivity training.
- d. Role playing.

43. .... technique of training helps to develop quick thinking, organising ability and leadership skills.

- a. Sensitivity training
- b. Conference
- c. Management games
- d. lecturing

44. .... technique of training helps to develop awareness of self and its impact on others.

- a. Sensitivity training
- b. Conference

- c. Management games
- d. lecturing

45..... technique of training helps to improve attitude and behaviour.

- a. Sensitivity training
- b. Conference
- c. Management games
- d. Lecturing

46..... technique of training helps to develop negotiating and selling skills.

- a. Sensitivity training
- b. Role playing
- c. Management games
- d. lecturing

47..... technique of training provides conceptual knowledge in a short period to a large number of persons.

- a. Sensitivity training
- b. Conference
- c. Management games
- d. Lecturing

48..... technique of training helps to develop analytical and decision making skills.

- a. Sensitivity training
- b. Case study
- c. Management games
- d. Lecturing

49.Sensitivity training otherwise known as .....

- a. T- group training

- b. B-group training
- c. S-group training
- d. None of the these

50..... is the art or profession of teaching and preparatory training or instruction

- a. Training
- b. Mentoring
- c. Pedagogy
- d. None of these

51.Which of the following is not a projective instructional aid

- a. Motion picture
- b. Tape recorder
- c. Computer pallet
- d. Videos

52.A cooperative form of doing business that relies on the talents and capabilities of both labour and management to continually improve the quality and productivity is known as.....

- a. Quality circle
- b. Bench marking
- c. TQM
- d. None of these

53.A small group of employees doing similar or related work who meet regularly to identify, analyze and solve product- quality problems and to improve general operations are called.....

- a. Quality circle
- b. JIT
- c. TQM
- d. None of these

54.The practice of identifying, studying and building upon the best practices in the industry or in the world is called.....

- a. Quality circle
- b. Bench marking
- c. TQM
- d. None of these

55.A philosophy that focuses attention on eliminating waste by purchasing or manufacturing just enough of thr right items just in time is.....

- a. Quality circle
- b. JIT
- c. TQM
- d. None of these

56.The purpose of ..... is to produce in such a way that there is minimum work in process and minimum stock of furnished goods in inventories.

- a. Quality circle
- b. JIT
- c. TQM
- d. None of these

57.The mental phenomena skills and tools capable of originating , innovation ,inspiration or insight is known as.....

- a. Creativity
- b. Problem solving
- c. Leadership
- d. None of these

58.....is the process of taking corrective action in order to meet objectives, some of the more effective decisions involve creativity.

- a. Creativity
- b. Problem solving
- c. Leadership
- d. None of these

59..... is the overall concepts that describes the many ways in which organisations help employees develop their personal and organisational skills.

- a. Management development
- b. Executive development
- c. Both a and b
- d. None of these

60.In a ..... an employee moves to an equivalent role in an organisation for job training and career development

- a. Transfer
- b. Promotion
- c. Lateral move
- d. Job rotation

61..... forces employees to grow or sink

- a. Transfer
- b. Promotion
- c. Lateral move
- d. Job rotation

62..... is an approach that helps employees create a career path.

- a. Transfer
- b. Promotion
- c. Lateral move

d. Job rotation

63..... is a training given to a person on the assumption that he will undertake the full responsibility of the position currently held by his superior at a future time.

a. Understudy

b. Multiple management

c. Project assignment

d. Committee assignment

64.The technique in which a junior board of executives discuss actual problems and recommend alternatives is known as .....

a. Understudy

b. Multiple management

c. Project assignment

d. Committee assignment

65..... is a method for developing creative solution to problems.

a. Case study

b. Under study

c. Role playing

d. Brain storming

66..... is used for human relation and leadership training.

a. Case study

b. Under study

c. Role playing

d. Brain storming

## ANSWER KEYS

Q.NO	ANS	Q.NO	ANS	Q.NO	ANS	Q.NO	ANS	Q.NO	ANS	Q.NO	ANS
1	b	12	C	23	A	34	b	45	b	56	b
2	a	13	a	24	a	35	c	46	b	57	a
3	b	14	A	25	c	36	a	47	d	58	b
4	b	15	B	26	d	37	b	48	b	59	c
5	D	16	a	27	d	38	c	49	a	60	c
6	C	17	C	28	b	39	a	50	c	61	b
7	A	18	B	29	b	40	b	51	b	62	a
8	C	19	a	30	a	41	a	52	c	63	a

<b>9</b>	<b>A</b>	<b>20</b>	<b>a</b>	<b>31</b>	<b>c</b>	<b>42</b>	<b>b</b>	<b>53</b>	<b>a</b>	<b>64</b>	<b>b</b>
<b>10</b>	<b>C</b>	<b>21</b>	<b>D</b>	<b>32</b>	<b>a</b>	<b>43</b>	<b>c</b>	<b>54</b>	<b>b</b>	<b>65</b>	<b>d</b>
<b>11</b>	<b>C</b>	<b>22</b>	<b>C</b>	<b>33</b>	<b>a</b>	<b>44</b>	<b>a</b>	<b>55</b>	<b>b</b>	<b>66</b>	<b>c</b>

Prepared by

Smt.U.Sreevidya.

Assistant Professor,

Department of Commerce,

Govt.College, Malappuram.