1. __________ refers to the learning opportunities designed to help employees grow.

a. Training  
b. Development  
c. Education  
d. All of the above

Answer: b

2. How does training and development offer competitive advantage to an organisation?

a. Removing performance decencies  
b. Deficiency is caused by a lack of ability  
c. Individuals have the aptitude and motivation to learn  
d. None of the above

Answer: a

3. Which of the following is a benefit of employee training?

a. Improves morale  
b. Helps people identify with organisational goals  
c. Provides a good climate for learning, growth and co - ordination  
d. None of the above

Answer: b
4. Choose which of the following is a benefit to the individual while receiving training?

a. Creates an appropriate climate for growth, communication
b. Aids in increasing productivity and/or quality of work
c. Satisfies a personal needs of the trainee
d. None of the above

Answer: c

5. Which of this is a step in training process?

a. KSA deficiency
b. Provide proper feedback
c. Obstacles in the system
d. Use of evaluation models

Answer: d

6. Which of the following is a method used in group or organisational training needs assessment?

a. Consideration of current and projected changes
b. Rating scales
c. Interviews
d. Questionnaires

Answer: a
7. _________ seeks to examine the goals of the organisation and the trends that are likely to affect these goals.

a. Organisational Support  
b. Organisational analysis  
c. Person analysis  
d. Key skill abilities analysis  

Answer: b

8. Which of these is the benefit of needs assessment?

a. Assessment makes training department more accountable  
b. Higher training costs  
c. Loss of business  
d. Increased overtime working  

Answer: a

9. Rearrange the steps in training programme.

A. What should be the level of training  
B. What principles of learning  
C. Who are the trainees?  
D. What methods and techniques?  
E. Where to conduct the programme?  
F. Who are the trainers?  

a. ABCDEF  
b. DECAFB  
c. CADFBE  
d. CFDABE  

Answer: d
10. Which of these is an off - the - job training method?

a. Television  
b. Job rotation  
c. Orientation training  
d. Coaching  

Answer: a

11. Match the following techniques of training with their correct description.

1. Tag Teams -------- A. Games to get team members know each other  

2. Outward - bound training ----- B. Games to test ability to plan ahead  

3. Mirroring ------ C. Training with an external perspective  

4. Strategic planners ----- D. Adventure sports for teams  

5. Ice breakers ----- E. one role played alternately by two participants  

a. 1-E,2-D,3-C,4-B,5-A  
b. 1-A,2-D,3-E,4-C,5-B  
c. 1-D,2-A,3-C,4-E,5-B  
d. 1-C,2-D,3-B,4-A,5-E  

Answer: a
12. State true or false.

Vestibule training utilises equipment which closely resemble the actual ones used on the job.

a. True
b. False

Answer: a

13. Which of the following is a learning principle?

a. Recognition of individual differences
b. Schedules of learning
c. Transfer of learning
d. All of the above

Answer: d

14. Which of the following is a technique of evaluation?

a. Longitudinal or time-series analysis
b. Transfer validity
c. Inter-organisational validity
d. None of the above

Answer: a
15. Which of these is a hindrance to effective training?

a. Career planning workshop  
b. Aggregate spending on training is inadequate  
c. Mentoring  
d. Career counselling  

Answer: b

16. ________________ is the formal and systematic modification of behaviour through learning  

a. Training  
b. Education  
c. Instruction  
d. None of the above  

Answer: a

17. Training occurs as a result of ____________  

a. Instruction  
b. education  
c. development  
d. all of the above  

Answer: d
18. _______ is any learning activity, which is directed towards future needs rather than present needs

a. Training
b. Education
c. Instruction
d. Development

Answer: d

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

a. Lecture methods
b. Conference
c. Written instructional method
d. Training within the industry (TWI)

Answer: c

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

a. Demonstration
b. On-the-job training
c. Apprenticeship
d. All of the above

Answer: c
21. The following is (are) the benefit(s) of training.

a. Increased productivity
b. Reduced accidents
c. Reduced supervision
d. Any of the above

Answer: d

22. Demonstration type of training method is used to train

a. Workers
b. Supervisors
c. Managers
d. All of the above

Answer: a

23. Evaluation helps determine the extent to which _____________ have been achieved

a. efficiency
b. profit
c. training objectives
d. employee satisfaction

Answer: c
24. Evaluation gives insights for

- a. reviewing
- b. adjusting
- c. revising goals
- d. All of the above

Answer: d

25. ________________ is concerned more with career growth than immediate performance

- a. Training
- b. Education
- c. Instruction
- d. Development

Answer: d

26. __________________________ is a theoretical learning in classrooms

- a. Development
- b. Training
- c. Education
- d. Teaching

Answer: c
27. _________________ is application oriented

a. Training  
b. Education  
c. Learning  
d. None of the above  

Answer: a

28. ______________ is tangible in nature

a. Development  
b. Training  
c. Both a & b  
d. Neither a nor b  

Answer: b

29. Which of the following is method of on the job training

a. Group discussion  
b. Job instruction  
c. Role play  
d. Case Study  

Answer: b

30. Which of the following is method of off the job training

a. Supervision  
b. Job instruction  
c. Role play  
d. Job rotation  

Answer: c