

## **MBA 3<sup>rd</sup> Semester**

**Date of the examination: 12<sup>th</sup> Dec., 2013**

### **Model Answer to the MTD question paper**

**Note:** The answers should be written with adequate content/subject matter, in meaningful language (grammatically understandable) and legible handwriting. The examinees need to supply suitable examples wherever expected to substantiate their answers. The examinee is required to make the optimal utilization of the time available.

#### **Section A.**

**Short Answer Type Questions: 10X2= 20**

##### **Question 1**

- I. Write the meaning and contents of a training calendar including titles of the training programs, their dates and timing of conduct etc.
- II. Mention what is a training needs and why and how it is created. One of the reasons for training need may be gap between expected and actual performance.
- III. Describe a training agency in brief by mentioning its functions etc.
- IV. The examinee needs to distinguish between internal and external training by writing their meaning and other features.
- V. Describe a training manual by narrating its contents as instructions to make the best use of that training program etc.
- VI. Describe training delivery by narrating its meaning and other related details as methods/tools, effectiveness etc.
- VII. The examinee is required to mention the meaning of role play along with its relevance as an effective training strategy.
- VIII. The examinee needs to mention the meaning of In-basket technique and its significance in training.
- IX. Write the meaning of a training program along with its features as title, objectives, modules etc.
- X. The examinee is required to describe the term study material in the context of training. Various features as types, quality, relevance etc. can also be narrated.

#### **Section B:**

**Long Answer Type Questions: 5X10=50**

##### **Question 2**

The meaning and definition of training process should be written. Besides, the significance and the steps involved in the training process as identification of training needs etc. also need to be mentioned in detail.

**Question 3**

The examinee needs to write various training methods under the titles on the job and off the job in detail. On the job methods include job rotation, coaching, under study etc. and off the job methods includes seminars, workshops, field trips, simulation etc.

**Question 4**

The examinees are required to mention the relevance of measuring the effectiveness of training. The examinee should also mention the criticality of the task of training evaluation and the methods/levels involved in training evaluation as reaction, learning, behaviour and results.

**Question 5**

The examinee needs to discuss the significance of transfer of learning in training in the light of the given statement. Besides, the role of a trainee and organization in facilitating the transfer of learning also needs to be mentioned. The role of a trainee covers motivation, sincerity, commitment, responsibility etc. The role of the organization includes, the needed organizational support in terms of required amenities, culture etc.

**Question 6**

The examinee is expected to mention the significance of motivation in learning. Besides, s/he is also required to put forth suggestions as how the interest of the trainees can be aroused in learning during training.

**Question 7**

The examinee needs to comment on the given statement. Besides, s/he is also required to discuss various causes that are directly responsible for poor performance as poor skills, weak knowledge, improper attitude etc. and the causes of poor performance that are not directly related to training as poor personal health etc.

**Question 8**

The examinee is required to discuss various training aids as LCD, OHP, Black and White boards. Markers etc. and strategies as Lecture, Case Study, Role Plays, Quizzes, Discussions etc. at length including their uses, strengths and weaknesses etc.

**Question 9**

The examinee is required to write the criteria to be kept into consideration at the time of making the choice about the training methods as on the job and off the job at length. These criteria include financial strength, manpower strength, urgency to continue with production process, organizational policy and so on.

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