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Total No. of Pages : 02

Total No. of Questions : 08

BBA (Sem.-6)
TRAINING & DEVELOPMENT
Subject Code : BBA-631-18
M.Code : 79353

Time : 2 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. Attempt any FIVE question(s), each question carries 12 marks.

1. Write the learning objectives that you think would be necessary when developing orientation training for a receptionist in an advertising firm.
2. Why do you think some companies do not follow the four training steps? What are the advantages of doing so?
3. Which type of training do you think is most important for an administrative assistant? What about for a restaurant server? Explain your answer.
4. Assume that you have to prepare older employees with little computer experience to attend a training course on how to use the Internet. How will you ensure that they have high levels of readiness for training? How will you determine their readiness for training?
5. Many employees are unwilling to relocate because they like their current community, and their spouses and children prefer not to move. Yet employees need to develop new skills, strengthen skill weaknesses, and be exposed to new aspects of the business to prepare for management positions. How could an employee's current job be changed to develop management skills without having to relocate them?
6. What conditions would suggest that a company should buy a training program from an outside vendor? Discuss your views whether the firm should develop the program itself or from outside.
7. What should be included in a development plan? What do you think is the most important part of the plan for ensuring that employees develop? Explain your choice.
8. How is the Indian corporate sector being affected by the current trend of issues related to training and development?

Note: Any student found attempting answer sheet from any other person(s), using incriminating material or involved in any wrong activity reported by evaluator shall be treated under UMC provisions.

Student found sharing the question paper(s)/answer sheet on digital media or with any other person or any organization/institution shall also be treated under UMC.

Any student found making any change/addition/modification in contents of scanned copy of answer sheet and original answer sheet, shall be covered under UMC provisions.