



# **INSTITUTE OF AERONAUTICAL ENGINEERING**

(Autonomous)

Dundigal, Hyderabad - 500 043

## **MASTER OF BUSINESS ADMINISTRATION TUTORIAL QUESTION BANK**

<b>Course Name</b>	:	<b>TRAINING AND DEVELOPMENT</b>
<b>Course Code</b>	:	<b>CMB0408</b>
<b>Class</b>	:	<b>II MBA I SEMESTER</b>
<b>Branch</b>	:	<b>MBA</b>
<b>Academic Year</b>	:	<b>2018– 2019</b>
<b>Course Coordinator</b>	:	<b>Ms. K. LAKSHMI REVATHI, Assistant Professor, MBA</b>
<b>Course Faculty</b>	:	<b>Ms. K.LAKSHMI REVATHI, Assistant Professor, MBA</b>

### **COURSE OBJECTIVES;**

**The course should enable the students to:**

I	Understand the various trends in different organizations and know about the recent trends in training.
II	Able to recognize the importance of training and its needs to an employees working in an organization.
III	Analyze the differences between on the job and off the job training methods and its procedure.
IV	Able to implement and evaluate the training process and know about the different techniques of evaluation.

### **COURSE LEARNING OUTCOMES:**

**Students, who complete the course, will have demonstrated the ability to do the following:**

CMB0408.01	Understand the trends in training, career opportunities in training and important concepts of training.
CMB0408.02	Identify the importance of integrating organizational development, strategy, motivation, performance designing with learning process.
CMB0408.03	Demonstrate the concept of motivation, performance and aligning training design with learning process.
CMB0408.04	Discuss about the conduction of Training Need Analysis (TNA) model, different approaches to Training Need Analysis (TNA) and design.
CMB0408.05	Examine organizational constraints, developing objectives, facilitation of learning, training transfer to job and analyze the training design theory.
CMB0408.06	Analyze the different types of training matching methods with outcomes, lectures and demonstrations.
CMB0408.07	Acquire the knowledge in games and simulations on the job training methods and computer based training (CBT).
CMB0408.08	Recognize the development of training, implementation and transfer of training.
CMB0408.09	Enumerate the major players in training and development, rational for evaluation, resistance to training evaluation and types of evaluation.
CMB0408.10	Express the areas of organizational training like orientation training, diversity training, sexual harassment training and team training.
CMB0408.11	Elucidate the cross functional teams, cross cultural training, training for talent management and competency mapping.

## TUTORIAL QUESTION BANK

S. No	QUESTION	Blooms Taxonomy Level	Course Learning Outcomes (CLOs)
<b>UNIT-I</b>			
<b>TRAINING ORGANISATIONS</b>			
<b>PART-A (SHORT ANSWER QUESTIONS)</b>			
1	Define training? Differentiate between training and development.	Remember	CMB0408.01
2	Define active learning and adaptive learning.	Understand	CMB0408.01
3	Why training is given to employees in an organization?	Understand	CMB0408.01
4	What is meant by training expects?	Remember	CMB0408.01
5	What is meant by analysis phase?	Understand	CMB0408.01
6	Write about the goal setting theory and write its procedure.	Analyze	CMB0408.01
7	Write about the design phase.	Understand	CMB0408.01
8	Differentiate between trainer and trainee.	Remember	CMB0408.02
9	Give any two technology methods which are used in organizations.	Analyze	CMB0408.02
10	Define about the attitudes? Explain about the attitudes of trainers.	Remember	CMB0408.02
11	How the training is important to employees in an organization?	Understand	CMB0408.02
12	Define about the training strategy.	Remember	CMB0408.02
13	Write about the motivation? How employees get motivated in an organization.	Understand	CMB0408.02
14	Write about the need theories and expectancy theory.	Remember	CMB0408.02
15	Discuss about the reinforcement theory.	Analyze	CMB0408.02
<b>PART-B (LONG ANSWER QUESTIONS)</b>			
1	Define training? Describe about the various steps in training process in an organization.	Understand	CMB0408.01
2	Describe the role of training in organization?	Remember	CMB0408.01
3	What do you mean by training and give the purpose of training in organization detail?	Understand	CMB0408.01
4	Describe about the motivational theories to employee performance.	Remember	CMB0408.03
5	Explain the importance of training objectives? Describe about the training needs in an organization.	Understand	CMB0408.03
6	What are the three basic phases in training strategy?	Remember	CMB0408.01
7	Explain about the training systems and its process in organizations.	Understand	CMB0408.01
8	Explain about the trends in training? Describe about the recent trends in an organization.	Understand	CMB0408.01
9	What is meant by training strategy? Describe about the effective training strategies which are followed in an organization.	Remember	CMB0408.02
10	Explain the career opportunities in training? Describe about the employee opportunities.	Understand	CMB0408.02
<b>PART-C (PROBLEM SOLVING AND CRITICAL THINKING QUESTIONS)</b>			
1	Collect the recent trends of training programs which are followed in origination.	Remember	CMB0408.01
2	Diagrammatically represent the training process steps and write its importance in each step and its uses to employees.	Understand	CMB0408.02

S. No	QUESTION	Blooms Taxonomy Level	Course Learning Outcomes (CLOs)
3	Analyze the purpose of training and its usefulness to the employees in an organizations.	Remember	CMB0408.02
<b>UNIT-II</b>			
<b>NEED ANALYSIS AND TRAINING DESIGN</b>			
<b>PART-A(SHORT ANSWER QUESTIONS)</b>			
1	Define training need analysis.	Remember	CMB0408.03
2	Write any two types of needs analysis.	Understand	CMB0408.03
3	Define positive transfer and explain its main importance.	Remember	CMB0408.03
4	Define the development cost who is involved in training.	Remember	CMB0408.03
5	Explain any two types of training programs.	Understand	CMB0408.03
6	Explain about the over learning.	Remember	CMB0408.03
7	Define about the goal setting? How goals are settled in an organization.	Understand	CMB0408.03
8	Define about the motivation of trainee? How employees are motivated.	Understand	CMB0408.03
9	Explain about the expectations towards training in organizations.	Remember	CMB0408.04
10	What do you mean by individual differences?	Understand	CMB0408.04
11	What do you mean by attracting attention?	Understand	CMB0408.04
12	Explain about the strategic knowledge.	Remember	CMB0408.05
13	Write about the elaboration theory.	Remember	CMB0408.05
14	Write about the organizational analysis.	Understand	CMB0408.05
15	Explain about the zero transfer.	Remember	CMB0408.05
<b>PART-B (LONG ANSWER QUESTIONS)</b>			
1	Write about the proactive training need analysis (TNA) and reactive training need analysis (TNA).	Remember	CMB0408.04
2	Define Design Of Training? Discuss About The Important Considerations While Designing a training programme.	Remember	CMB0408.04
3	Describe About The Framework Of Conducting training need analysis (TNA).	Understand	CMB0408.04
4	Explain about the training need analysis (TNA) model.	Understand	CMB0408.04
5	Explain about the factors affecting training design.	Remember	CMB0408.05
6	Discuss about the focus of trainee.	Understand	CMB0408.05
7	Describe about the training design theory.	Remember	CMB0408.05
8	Explain about the motivation of trainee? How the trainees get motivated in an organization.	Understand	CMB0408.05
9	Describe in detail about the elaboration theory.	Remember	CMB0408.05
10	Explain about the change –briggs theory in detail.	Remember	CMB0408.05
<b>PART-C (PROBLEM SOLVING AND CRITICAL THINKING QUESTIONS)</b>			
1	Describe about the various training designs in an organizations.	Understand	CMB0408.05
2	List out the differences between proactive and reactive training in an organization.	Remember	CMB0408.05
<b>UNIT-III</b>			
<b>TRAINING METHODS</b>			
<b>PART-A(SHORT ANSWER QUESTIONS)</b>			
1	Define coaching.	Remember	CMB0408.06

S. No	QUESTION	Blooms Taxonomy Level	Course Learning Outcomes (CLOs)
2	Give any two advantages of lecture method.	Remember	CMB0408.06
3	Explain about the lecture method.	Understand	CMB0408.06
4	Write about the trainer centered training.	Understand	CMB0408.06
5	What is meant by games and simulations method?	Remember	CMB0408.06
6	Describe about the demonstration method.	Understand	CMB0408.07
7	Write about the trainee centered training.	Remember	CMB0408.07
8	Define case study method.	Understand	CMB0408.07
9	List out the steps in training process.	Remember	CMB0408.07
10	How computer training method is provided in organization?	Understand	CMB0408.07
11	Write about the basket technique.	Remember	CMB0408.06
12	Describe about the role playing training method.	Understand	CMB0408.06
13	What is meant by on the job training?	Remember	CMB0408.06
14	Describe any two methods of games and simulations method.	Remember	CMB0408.06
15	What do you mean by JIT?	Understand	CMB0408.06
16	Write any two advantages of computer based training.	Understand	CMB0408.07
17	Write about the computer training methods.	Remember	CMB0408.07
18	Describe about the mentoring.	Understand	CMB0408.07
19	Write about the multiple role play.	Remember	CMB0408.07
20	Write the disadvantage of case study method.	Understand	CMB0408.07
<b>PART-B(LONG ANSWER QUESTIONS)</b>			
1	Describe about the matching methods with outcomes.	Remember	CMB0408.06
2	Define lecturers and demonstrations methods in detail.	Understand	CMB0408.06
3	Describe various on the job training methods in detail.	Remember	CMB0408.06
4	Write about the procedure of case study method.	Remember	CMB0408.06
5	Describe in detail about in basket technique.	Understand	CMB0408.07
6	Write about the merits of in basket techniques.	Understand	CMB0408.07
7	Define case study method write its advantages of case study method.	Remember	CMB0408.07
8	Describe about the job instruction technique (JIT) and describe its procedure.	Understand	CMB0408.06
9	Write about the computer based training method and write about the advantages and limitations.	Remember	CMB0408.06
10	Describe about the advantages and disadvantages of computer based training.	Remember	CMB0408.06
11	Describe disadvantages of case study method?	Understand	CMB0408.07
12	Explain the various methods of games and simulations methods in detail.	Understand	CMB0408.07
13	Describe various of the job training methods in detail.	Remember	CMB0408.07
<b>PART-C (PROBLEM SOLVING AND CRITICAL THINKING QUESTIONS)</b>			
1	List out the different methods or techniques of on the job training methods with the help of diagrams.	Remember	CMB0408.06
2	How companies provide training to the employees in an organization?	Understand	CMB0408.06

S. No	QUESTION	Blooms Taxonomy Level	Course Learning Outcomes (CLOs)
3	Which technique is better between on the job and off the job training methods in an organizations to an employees.	Understand	CMB0408.07
<b>UNIT-IV</b>			
<b>IMPLEMENTATION AND EVALUATION OF TRAINING</b>			
<b>PART-A (SHORT ANSWER QUESTIONS)</b>			
1	Describe any two types of training.	Remember	CMB0408.08
2	Define survey.	Understand	CMB0408.08
3	Write about the interview	Remember	CMB0408.08
4	Write about the basic tips for trainers.	Understand	CMB0408.08
5	Describe about the types of evaluation data.	Understand	CMB0408.08
6	Write the purpose of training evaluation.	Remember	CMB0408.09
7	Describe about the cost/benefit evaluation.	Understand	CMB0408.09
8	Define about the transfer of training	Remember	CMB0408.09
9	Define about the focus groups.	Understand	CMB0408.09
10	Write about the levels of training evaluation.	Remember	CMB0408.09
11	Write about process data .	Remember	CMB0408.09
12	Define about evaluation designs.	Understand	CMB0408.09
13	Write about the cost effectiveness evaluation .	Remember	CMB0408.09
14	Describe about the process of training evaluation.	Understand	CMB0408.09
15	Write the difference between cost/benefit evaluation and cost effectiveness evaluation.	Understand	CMB0408.09
<b>PART-B (LONG ANSWER QUESTIONS)</b>			
1	Describe about the types of training evaluation instruments.	Understand	CMB0408.08
2	Describe in detail about the purpose of training evaluation.	Remember	CMB0408.08
3	Write about the major players in training development.	Understand	CMB0408.08
4	Write about the ideas for implementing training and ideas for trainers.	Remember	CMB0408.08
5	Describe in detail about transfer of training.	Understand	CMB0408.09
6	Write in detail about the process of training evaluation.	Understand	CMB0408.09
7	Describe about the types of evaluation data.	Remember	CMB0408.09
8	Write about evaluating the cost of training.	Remember	CMB0408.09
9	Explain about the need for the evaluation.	Remember	CMB0408.09
10	Describe about the overview of some systematic approaches to training.	Understand	CMB0408.09
<b>PART-C (PROBLEM SOLVING AND CRITICAL THINKING QUESTIONS)</b>			
1	How the cost evaluation of training is done in an organizations?	apply	CMB0408.09
2	Collect different types of training evaluation instruments in an organizations?	Understand	CMB0408.09
<b>UNIT-V</b>			
<b>AREAS OF ORGANIZATIONAL TRAINING</b>			
<b>PART-A(SHORT ANSWER QUESTIONS)</b>			
1	Define orientation.	Understand	CMB0408.10

S. No	QUESTION	Blooms Taxonomy Level	Course Learning Outcomes (CLOs)
2	Define diversity training.	Understand	CMB0408.10
3	Write any five factors to diversify training.	Understand	CMB0408.10
4	Explain about the sexual harassment training.	Remember	CMB0408.10
5	What do you mean by team training?	Remember	CMB0408.10
6	Define cross functional teams.	Understand	CMB0408.10
7	Write about the cross cultural training.	Remember	CMB0408.10
8	Describe about the competency mapping and write any two objectives.	Understand	CMB0408.11
9	Define talent management.	Understand	CMB0408.11
10	Describe about two models of competency mapping.	Remember	CMB0408.11
11	Define job focused method.	Remember	CMB0408.11
12	List out the approaches to mapping.	Understand	CMB0408.11
13	Write about the story writing method.	Understand	CMB0408.11
14	Write the benefits of competency based assessment at individual level.	Remember	CMB0408.11
15	Describe about the expert opinion method and observation method.	Understand	CMB0408.11
<b>PART-B (LONG ANSWER QUESTIONS)</b>			
1	Describe about the various methods of competency mapping.	Remember	CMB0408.10
2	Write about the benefits of competency mapping.	Remember	CMB0408.10
3	Describe about the objectives of competency mapping.	Understand	CMB0408.10
4	Define talent management training? write about the tools needed for talent management training.	Apply	CMB0408.10
5	Describe in detail about cross cultural training.	Remember	CMB0408.11
6	Write about the concept of team training.	Understand	CMB0408.11
7	Describe about the sexual harassment training in detail.	Understand	CMB0408.11
8	Describe about the diversity training.	Remember	CMB0408.11
9	Define competency mapping. Explain about the model for competency mapping.	Understand	CMB0408.11
10	Describe about the various benefits of competency mapping.	Remember	CMB0408.11
<b>PART-C (PROBLEM SOLVING AND CRITICAL THINKING QUESTIONS)</b>			
1.	Collect the tools needed for talent management training.	Understand	CMB0408.10
2.	List out the benefits and different models of competency mapping.	Understand	CMB0408.11

**HOD, MASTER OF BUSINESS ADMINISTRATION**