

**DKM COLLEGE FOR WOMEN (AUTONOMOUS) VELLORE-1.**

**DEPARTMENT OF MANAGEMENT STUDIES**

**SUB : TRAINING AND DEVELOPMENT**

**CLASS: II BBA**

**NON - MAJOR**

**2 Marks:-**

1. Define Training?
2. Define Development?
3. What is learning?
4. Write the responsibility for training in short?
5. What are the steps of training programmers?
6. What are the objectives of training?
7. Write the training evaluation?
8. Write four basic types of categories of principles evolution?
9. Discuss about managerial Development?
10. What are the managerial functions?
11. What is the purpose of training programmers?
12. Define the desire for training?
13. What is task description of analysis?
14. What is performance appraisal?
15. What is Questionnaire?
16. Write the sequence of training program me?
17. What is training policy?
18. What is follow-up?
19. Define training period?
20. What is on – the – job training?
21. What is off – the job training?
22. Draw the principles of training?
23. What is a method of training?
24. Write higher production and productivity of training?
25. Define scope for management by Exception?
26. Difference between training and development?
27. Write the methods/technique of training?
28. What is a principle of evaluation?
29. What is Jit?
30. What is simulation?

**10 Marks:-**

1. Elaborate the need for training?
2. Discuss the detail about importance of training?
3. Write a brief note about principles of training with diagram?
4. Write the responsibility for training?
5. Elaborate the principles of learning?
6. Write the steps of training programmers in detail?
7. Discuss the training for different employees?
8. Write elaborate the training methods?
9. Write the importing effectiveness of training in detail?
10. Write brief note for management development with its functions?
11. Explain the knowledge and skills of the manager?
12. What is the purpose and objective of management development?
13. What is the characteristic of Managers?
14. Explain the component of management development program me?
15. Elaborate the technique of management development?