

QB365 Question Bank Software Study Materials

Employee Training Method 50 Important 1 Marks Questions With Answers (Book Back and Creative)

12th Standard

Commerce

Total Marks : 50

Multiple Choice Question

50 x 1 = 50

- 1) Off the Job training is given _____.
(a) In the class room (b) On off days **(c) Outside the factory** (d) In the playground
- 2) Improves Skill Levels of employees to ensure better job performance _____.
(a) Training (b) Selection (c) Recruitmen (d) Performance appraisal
- 3) When trainees are trained by supervisor or by superior at the job is called _____.
(a) Vestibule training (b) Refresher training (c) Role play **(d) Apprenticeship training**
- 4) _____ is useful to prevent skill obsolescence of employees
(a) Training (b) Job analysis (c) Selection (d) Recruitment
- 5) Training methods can be classified into _____ and _____ training.
(a) Job rotation and Job enrichment **(b) On the Job and Off the Job** (c) Job analysis and Job design
(d) Physical and mental
- 6) Vestibule training is provided
(a) On the job (b) In the class room **(c) In a situation similar to actual working environment** (d) By the committee
- 7) Case study method is _____ type of training.
(a) Only theoretical training **(b) Both theory and practical training** (c) Hands on training (d) Abservation Training
- 8) Elaborate discussion on specific topic comes under _____ method of training.
(a) Under study (b) Coaching **(c) Conferences** (d) Counseling
- 9) Which department should decide the level of training to be imparted to the employees?
(a) Public (b) Private **(c) Training** (d) All of these
- 10) Which method gain more knowledge by observing and participating in decision making process?
(a) Coaching method **(b) Committee Assignment method** (c) Apprenticeship method (d) Job rotation method
- 11) Which type of method participants are divided into various groups.
(a) Lecture method (b) Case study method **(c) Group discussion method** (d) Role play method
- 12) Which type of method to use their theoretical knowledge and practical knowledge?
(a) Case study method (b) Lecture method (c) Role play method (d) Group discussion method
- 13) Doctors conference and salesman conference are the examples of
(a) Role play method (b) Coaching method (c) Apprentice training method **(d) Seminar / conference method**
- 14) Which type of training method is given to avoid any damage or loss to machinery in the actual places?
(a) Programmed instruction method (b) Demonstration training method **(c) Vestibule training method**

- (d) Coaching method
- 15) Which type of training method is any time information can pass over the internet?
 (a) Programmed instruction method (b) Demonstration training method **(c) E-learning method** (d) Coaching method
- 16) Training done in guidance of instructor on one place and having trainees at different location is classified as
 (a) tactile training **(b) distance training** (c) e-training (d) classroom training
- 17) Which of the following is not true about training?
 (a) It is a short-duration exercise (b) It is technical in nature **(c) It is primarily for managers and executives**
 (d) It is concerned with specific job skills
- 18) In which type of analysis are corporate goals and plans compared with the existing manpower inventory to determine the training needs?
(a) Organisation analysis (b) Operation analysis (c) Individual analysis (d) None of the above
- 19) Training concentrates on
(a) coaching the members of an organization how to perform effectively in their current jobs
 (b) expansion of the knowledge and skills of the members of an organization
 (c) preparing the employees to take on new responsibilities (d) none of the above
- 20) E-learning is all about
 (a) computers and computing (b) electronics **(c) experience** (d) being - technology - driven
- 21) The planned use of networked information and communications technology for the delivery of training is called
(a) e-learning (b) role playing (c) case study (d) Programmed learning
- 22) Laboratory training is also known by the name
(a) Sensitivity training (b) Job instruction training (c) Apprenticeship training (d) None of the above

23)

LIST I		LIST II	
i) Coaching method		1) Division for a particular period	
ii) Mentoring method		2) Participating in decisions making process	
iii) Job rotation method		3) Process of sharing knowledge	
iv) Committe assignment		4) Guides the new employee	

- (a)

(I)	(II)	(III)	(IV)
1	2	3	4
- (b)**

(I)	(II)	(III)	(IV)
4	3	1	2
- (c)

(I)	(II)	(III)	(IV)
2	3	1	4
- (d)

(I)	(II)	(III)	(IV)
3	4	2	1

24)

LIST I		LIST II	
(i) Lecture method		1) Theoretical knowledge	
(ii) Group discussion method		2) Management and union	
(iii) Case study method		3) Discus sparticular subiect	
(iv) Role play method		4) Manufacturing concern	

- (a)

(I)	(II)	(III)	(IV)
1	2	3	4
- (b)

(I)	(II)	(III)	(IV)
2	3	1	4
- (c)

(I)	(II)	(III)	(IV)
3	4	2	1
- (d)**

(I)	(II)	(III)	(IV)
4	3	1	2

25) _____ helps to improve the skill of an employee for doing a particular Job

- (a) Readings (b) Committee (c) Workplace **(d) Training**

26) _____ enables the employees to guide their behaviour.

(a) **Training** (b) Staffing (c) Controlling (d) Motivating

27) _____ is a person who teaches skills to employee and prepare them for a job activity

(a) Training programme (b) Training (c) **Trainers** (d) Trainee

28) _____ level employees are given skill development training.

(a) **Top** (b) Middle (c) Lower (d) None of these

29) _____ helps to learn more knowledge regarding the latest technologies and techniques.

(a) Planning (b) Controlling (c) **Training** (d) Motivating

30) _____ is based on the principle of Learning by Doing and Learning while Earning

(a) **On the job training** (b) Off the job training (c) Both 'a' and 'b' (d) None of these

31) _____ is the process of sharing knowledge and experience of an employee.

(a) Coaching method (b) **Mentoring method** (c) Apprenticeship method (d) Job rotation method

32) _____ is mostly used for managerial employees.

(a) Committee Assignment method (b) Coaching method (c) **Mentoring method** (d) Apprenticeship method

33) _____ is an important method for broadening the knowledge of executives

(a) Committee Assignment (b) Job instruction techniques (c) Coaching method (d) **Job rotation**

34) _____ training which is carried out away from the normal place of work.

(a) On the job (b) **Off the job** (c) Both 'a' and 'b' (d) None of these

35) _____ method were provided a particular issue for deliberation

(a) Lecture method (b) **Group discussion method** (c) Case study method (d) Role play method

36) _____ method trainees are explained the situation and assigned roles.

(a) Field trip (b) E-Learning method (c) Vestibule training method (d) **Role play method**

37) _____ is one of the oldest method, but still a favorite training method

(a) **Seminar / Conference method** (b) Vestibule training method (c) Coaching method (d) Job rotation method

38) _____ methods are free to clarify their doubts from the organization experts

(a) Role player (b) Seminar (c) **Field Trip** (d) None of these

39) _____ is also often referred to us online training or web based training.

(a) **E-learning** (b) E-publishing (c) E-government (d) None of these

40) _____ method is a visual display of how something works

(a) Job instruction (b) Field trip (c) E-Learning (d) **Demonstration**

41) _____ method, the subject matter to be learnt is presented in a series of units

(a) **Programmed instruction method** (b) Demonstration method (c) E-Learning (d) Vestibule training

42) _____ method creates a situation that is as far as possible a replica of the real situation for imparting training.

(a) The programmed learning (b) **The simulation** (c) The case study (d) The lecture

43) _____ method described the trainee's situations which stimulate their interest to final solution.

(a) **Case study** (b) Role play (c) Seminar (d) Conference

- 44) _____ act out the roles assigned without any rehearsal.
(a) Role play (b) Field trip (c) E-Learning (d) Vestibule
- 45) Pick out the odd one
(a) coaching method (b) Mentoring method (c) Job Rotation method **(d) Roleplay method**
- 46) Pick out the odd one
(a) lecture method (b) case study method (c) field trip method **(d) coaching method**
- 47) Which is not correctly Matched?
(a) E-learning method - Technological process (b) Demonstration method - use of examples or experiments
(c) Seminar / Conference method - lectures / talk delivered **(d) Case study method - Group of people participate**
- 48) Vestibule training is provided
(a) On the job (b) In the class room **(c) In a situation similar to actual working environment** (d) By the committee
- 49) Elaborate discussion on specific topic comes under _____ method of training
(a) Under study (b) Coaching **(c) Conferences** (d) Counseling
- 50) In_____ method trainees have to act out the roles assigned without any rehearsal.
(a) Role play (b) Field trip (c) E-Learning (d) Vestibule