

**Note: 1. Answer any four questions from Q.No.1 to Q.No.7**

**2. Question No.8 (case study) is compulsory**

**1. (a) Define training and development (3 Marks)**

**(b) What are the merits and demerits of training and development? (7 Marks)**

**(c) Discuss the role and significance of training and development with reference to public sector and MNC'S. (10 Marks)**

**2. (a) What is TNA? Why it is to be conducted? (3 Marks)**

**(b) Explain different approaches to TNA. (7 Marks)**

**(c) What are the problems an HR executive may face while planning and implementation of training programme ?. (10 Marks)**

**3. (a) List out the various costs involved in training programme (3 Marks)**

**(b) Explain the essentials to be followed in designing a training programme?.(7 Marks)**

**(c) As a HR manager prepare a programme schedule to organize a 3 day training programme for Management trainees?. (10 Marks)**

**7. (a) Differentiate between on the job training and off the job training. (3 Marks)**

**(b) Describe any 3 training techniques. (7 Marks)**

**(c) Explain the importance of teaching aids in training activities. (10 Marks)**

**8. (a) What is pilot programme?. (3 Marks)**

**(b) What are the features of training policies?. (7 Marks)**

**(c) Explain the logistics arrangements needed for conducting a training programme. (10 Marks)**

**6. (a) Mention the body language and gestures effect on training programme. (3 Marks)**

**(b) Explain the role played by a trainer in a training programme. (7 Marks)**

**(c) Discuss the different training skills needed for trainer. (10 Marks)**

**7. (a) What is meant by training audit? (3 Marks)**

**(b) Explain the validation concepts of training? (7 Marks)**

**(c) Explain the importance of computer based training? (10 Marks)**

**8. Case study (20 Marks)**