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**METHODOLOGY OF TRAINING AND
DEVELOPMENT PLANNING**

FIFTH PAPER

Full Marks : 100

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

1. Answer any four questions (each answer should be within 150 words): 10x4=40
 - (a) Define performance appraisal. Discuss its objectives and necessities.
 - (b) Describe essential features of the principal types of performance appraisals.
 - (c) Enumerate limitations of performance appraisal. Which form of appraisal is practised in modern organisations?
 - (d) Discuss workers' participation in performance appraisal. Describe the forms of participation.
 - (e) What are the essential steps in developing an ideal system of performance appraisal?
 - (f) What is potential appraisal? How does it enable workers to improve performance and enhance career?
2. Answer any three questions (each answer should be within 150 words) : 10x3=30
 - (a) How does education and training promote efficient management of manpower?
 - (b) How are training needs assessed? Discuss its importance in making training effective.
 - (c) Discuss the process of developing a training programme.
 - (d) Describe the principal types of training techniques and methods.
 - (e) Discuss how training effectiveness is assessed during training.
3. Answer any three questions (each answer should be within 150 words) : 10x3=30
 - (a) Discuss trainers' qualities and trainees' motivation in training.
 - (b) Discuss your preparations for successfully completing a training programme.

- (c) Describe the scope of special incentive to attract quality personnel in training.
- (d) Discuss the steps for lesson planning and developing an ideal training climate.
- (e) Discuss the synthesis between education/training and organisational development.

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