

## Chapter 12

# Employee Training Method

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### I. Choose the Correct Answer

**Question 1.**

Off the Job training is given.

- (a) In the class room
- (b) On off days
- (c) Outside the factory
- (d) In the playground

**Answer:**

- (c) Outside the factory

**Question 2.**

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

**Answer:**

- (c) In a situation similar to actual working environment

**Question 3.**

Improves Skill Levels of employees to ensure better job performance!

- (a) Training
- (b) Selection
- (c) Recruitment
- (d) Performance appraisal

**Answer:**

- (a) Training

**Question 4.**

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

**Answer:**

- (d) Apprenticeship training

**Question 5**

is useful to prevent skill obsolescence of employees

- (a) Training
- (b) Job analysis
- (c) Selection
- (d) Recruitment

**Answer:**

- (a) Training

**Question 6.**

Training methods can be classified into 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

**Answer:**

- (b) On the Job and Off the Job

**Question 7.**

Case study method is type of trainee

- (a) Only theoretical training
- (b) Both theory and practical training
- (c) Hands on training
- (d) Observation Training

**Answer:**

- (b) Both theory and practical training

**Question 8.**

Elaborate discussion on specific topic comes under method of training.

- (a) Under study
- (b) Coaching
- (c) Conferences
- (d) Counseling

**Answers:**

- (c) Conferences

## II. Very Short Answer Questions

**Question 1.**

What is meant by training?

**Answer:**

Training is the act of increasing / enhancing the new skill of problem solving activity and technical knowledge of an employee for doing the jobs themselves.

**Question 2.**

What is Mentoring training method?

**Answer:**

Mentoring is the process of sharing knowledge and experience of an employee. The focus in this training is on the development of attitude of trainees. It is mostly used for managerial employees.

**Question 3.**

What is Role play?

**Answer:**

Under this method trainees are explained the situation and assigned roles. They have to act out the roles assigned to them without any rehearsal.

**Question 4.**

State e-learning method?

**Answer:**

E-learning is the use of technological process to access of a traditional classroom or office.

### III. Short Answer Questions

**Question 1.**

What is vestibule training?

**Answer:**

Vestibule training is training of employees in an environment similar to actual work environment. This type of training is given to avoid any damage or loss to machinery in the actual place by trainees. .

**Question 2.**

What do you mean by on the job training?

**Answer:**

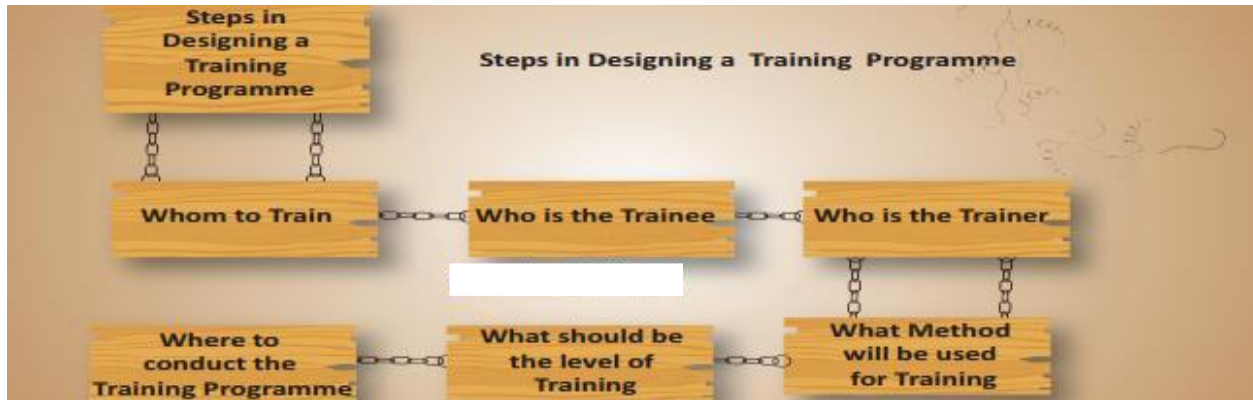
On the job training refers to the training which is given to the employee at the work place. In other words the employee learns the job in the actual work environment. On the job training is suitable for imparting skills.

**Question 3.**

Write down various steps in a training programme.

**Answer:**

Training is one of the planned activities to transfer or modify knowledge, skills and attitude. Every training programme must address certain vital issues listed below.



**Question 4.**

Write short note on trainer and trainee.

**Answer:**

A person who is learning and practising the skills of particular job is called trainee. Trainees should be selected on the basis of self-interest and recommendation by the supervisor.

Trainer is a person who teaches skills to employee and prepare them for a job activity. Trainers may be supervisor, co-workers, HR staffs, specialists in the other parts of the company, outside consultants.

## IV. Long Answer Questions

**Question 1.**

Define training. Discuss various types of training.

**Answer:**

According to Edwin B. Flippo "Training is the act of increasing the Knowledge and skills of an employee for doing particular jobs". Training may be mainly divided into:

- (a) On the job training:
- (b) Off the job training:

(a) On the Job Training: On the job training refers to the training which is given to the employee at the work place. The following are the on the job training methods.

1. Coaching Method: In this method of training, the superior teaches or guides the new employee about the knowledge and skills.
2. Mentoring Method: Mentoring is the process of sharing knowledge and experience of an employee.
3. Internship Training Method: A superior gives training to a subordinates or understudy like an assistant to a manager.

(b) Off the Job Training: It is the training method wherein the workers learn the job role away from the actual work place. The following are types of off the job training:

1. Lecture Method: Under this method trainees are educated about concepts, theories, principles in any particular area.
2. E-learning Method: E-learning is the use of technological process to access of a traditional classroom or office.

**Question 2.**

What are the differences between on the job training and off the job training?

**Answer:**

	Basis for comparison	On the Job Training	Off the Job Training
1.	Meaning	The employee learns the job in the actual work environment.	The training of employees is done outside the actual work place.
2.	Cost	It is cheapest to carry out.	It is costly due to the expenses like separate training room, specialist, etc.
3.	Suitable for	Suitable for manufacturing related jobs.	It is suitable for managerial jobs.
4.	Approach	Practical approach	Theoretical approach
5.	Carried out	Provided by the experienced employee	Provided by the experts
6.	Methods	Coaching, mentoring, apprenticeship, job rotation	Seminar, lectures, vestibule, field trip, e-learning

**Question 3.**

Explain the benefits of training.

**Answer:**

(i) Benefits to the Organization:

- (a) It improves the skill of employees and increase the productivity.
- (b) It reduces wastages of materials and idle time.
- (c) It minimizes the time for supervision.
- (d) It reduces the frequent accidents at workplace and consequent payment of compensation.

(ii) Benefits to the Employees:

- (a) It increases the knowledge, skill of the employees.
- (b) It enables him to gain promotion in shorter time.
- (c) It improves the employees productivity.
- (d) Employees get higher earnings through incentives and rewards.

(iii) Benefits of Customer:

(a) Customers get better quality of product and service.

(b) Customers get innovative products or value added or feature rich products.