

MBA- 2 SEM ANS KEY -16/17MBA21-HRM

1 A)

Induction of Employee is the first step towards gaining an employees' commitment, Induction is aimed at introducing the job and organization to the recruit and him or her to the organization. Induction involves orientation and training of the employee in the organizational culture, and showing how he or she is interconnected to (and interdependent on) everyone else in the organization.

Objectives

1. To reduce the initial anxiety all new entrants feel when they join a new job in a new organisation.
2. To familiarize the new employees with the job, people, work-place, work environment and the organisation.
3. To facilitate outsider – insider transition in an integrated manner.
4. To reduce exploitation by the unscrupulous co-workers.
5. To reduce the cultural shock faced in the new organization

1B) On the job training requires that the employee work under an experienced person from whom he has to learn the new skills. This model of training has the advantage that the employee is learning in real life situation and hence retentive ability is highest. Also there is immediate feedback as to the results. Whereas in classroom training one has to wait to see how the employee applies the skills learned, on the job training the employer is able to see immediately whether the employee has acquired the skill or not. This mode of training is cheap as there are no extra expenses to be paid.

Job Rotation , Coaching .

1C) Analyze Need, Design, Implement, Evaluate , feedback.

2A) Training: This activity is both focused upon, and evaluated against, the job that an individual currently holds.

2B) Off the job training-

- a) Lectures
- b) Simulations
- c) Case study
- d) Role play
- e) In basket exercise
- f) Seminar
- g) Group discussion

2C) Causal callers or employment seekers

Newspaper advertisements

- Employment exchanges

- Internal advertisement
- Relative and friends
- Employee recommendations
- Institutions

Internal sources through promotion and transfer

3A) A method of job training where educational facilities approximate real working conditions and are equipped with actual production machinery.

3B) Training is short term process whereas education is long term process.

3C) Training methods:-

I. On the job training-

- a) Job rotation
- b) Coaching
- c) Understudy
- d) Mentoring
- e) Job instruction training

II. Off the job training-

- h) Lectures
- i) Simulations
- j) Case study
- k) Role play
- l) In basket exercise
- m) Seminar
- n) Group discussion

- 4A) Growth
- Development
- Establishment
- Maintenance
- Decline

4B) 1) Notify the security

2) close all Email and other IT application.

3) NOC from all other dept.

