

1. Give short answers for the following questions: (18)

- i. What should be the objectives of an effective training programme?
- ii. How are training needs are assessed in an organization?
- iii. Outline the essential steps involved in training process.
- iv. List some job training techniques.
- v. How do training programmes benefit an organization?
- vi. What is the difference between training and development?

Activity (12)

Devise a training programme for six employees in your organization after performing the following activities:

- a) Assess staff training needs
- b) Identify the areas need to focus on for training
- c) Explain the training procedure.