HUMAN RESOURSE MANAGEMENT

UNIT-IV

1.Trading:

Organized activity aimed at importing information and/or instruction to improve the recipients performance or to help him or her attain a required level of knowledge or skill.

2. employee training :

Training is program that helps employee learn specific knowledge or skills to improve performance in their current roles.

3. Point out any three types of training.

 a. Quality training b. skills training c. team training

4. skill training:

 Skills training is designed to provide employees with the targeted training they need to gain the knowledge and ability necessary to fulfill the specific requirements of their job posts.

5. on job training:

On –the job training means training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides.

6. off job training:

Off-the –job training involves the training outside the job location .job training involves learning by doing the task while off the job training involves learning acquiring knowledge.

7.point out any two advantages of on the job training:

 a. social –ready b.flexibility

8. evaluation of training:

Evaluation of training can be view used as a method of measuring change in knowledge, skills attitudes, job performance cost and the quality of the training facilities.

9. on job training methods :

These methods include on the job training job rotation and monitoring, each method has advantages and disadvantages.

10. Method of training:

* On job : off job:
* Apprenticeship lectures
* Job ration computer based training
* Vestibute training video based instruction
* Under study
* Coaching

11. importance of training:

* Improved quality
* Higher productivity
* Reduced supervision
* Improved safety
* Higher employee satisfaction
* Skill improvement
* Improved performance

12. features of training:

* Goal oriented
* Cost effective
* Well planned and organized
* Design based on management and trainees
* Flexible
* Good environment
* Relevant content

13. process of training:

* Assessment of training needs
* Setting of training objectives
* Selection of training method
* Conducting training
* Evaluation of training program

14. Training and development :

 Training : development:

* Operative level executive level Teaching
* teaching improves conceptual and decision
* narrow making skill
* present broad
* formal feature both formal &informal
* specific period routine

15. advantages of training:

* To company
* Increased efficiency
* Reduced supervision
* Helps new employee
* Better union management
* To employee
* Increased motivation
* Groups efforts
* Better opportunities

16. Methods of executive development:

* On- the job off-the job
* Coaching lectures
* Job rotation conference
* Under study reading
* Junier board role play
* Committee assignment case study
* Special project counseling
* Business game

17. Effectiveness of training & executive development:

* Feedback from trainees
* Changes in attitude and behavior
* Learning
* Other out comes

Unit-V

1.Performance appraisal:

A performance appraisal is a regular review of on employees job performance and overall contribution to a company.

2. performance appraisal used for:

A performance appraisal is a formal process used to assess an employee’s effectiveness and productivity and serves job administrative and developmental purposes.

3.self appraisal:

Uses numbers to your advantages speak for your spent time on this, spent time on this, ladder up to broad goals.

4.employee self appraisal:

Employee self appraisal with in performance management or annual performance review system Involves asking the employee to self evaluation or job performance.

5.appraisal process:

Performance appraisal is the process of evaluating an employee performance with a view to work quality output and efficiency.

6. Performance review form:

Pull out your annual goals include additional over the next levels stay objective and honest mine fully

Highlight the mistakes.

7. Appraisal form:

Appraisal form is the form where you discuss you did for the appraisal period .

8. Performance appraisal:

* Promote skill
* Decide for confirmation
* Assess needs
* Decide increment
* Inform level of performance
* Provide guidance
* Improves communication

9. Advantages of performance appraisal:

* Suitable placement
* Assistance in self improvement
* Incentive to group and develop
* Effective training program
* Improving personal policies
* Better report
* Hr planning and development

10. Problems in performance appraisal:

* Partiality in higher official
* Lack of knowledge
* Lack of uniform criteria
* Quality of system affects
* Incorrect method

11. Method of performance appraisal:

**Traditional method modern method**

* Rating scale 360 feed back
* Ranking method mob
* Check list method assessment centers
* Critical incident method behaviorally
* Forced choice method scales (BARS)
* Essay method

12. Classification of performance appraisal:

* The 360 degree appraisal
* General performance appraisal
* Manager performance appraisal
* Technological performance appraisal
* Employee self assessment
* Project evaluation review
* Sales performance appraisal

13. Distribution method:

Appraisal on two factors

1. Job performance
2. Capacity for promotion

14. Disadvantages of performance appraisal:

* Creates negative experience
* Time consuming
* Natural biases
* Waste of time
* Stressful workplace