



Worksheet (Module 4/4)

Subject – Business Studies

Class - XII

Chapter 6 – Staffing

- _____ is the learning experience that seeks relatively permanent change in an individual that will improve his ability to perform on job.
(a) Training
(b) Development
(c) Attitude formation
(d) Job analysis
- Under this method employees learn their job on the equipment they will be using but training is done away from actual work place
(a) Apprenticeship programme
(b) Vestibule training
(c) Job rotation
(d) Job analysis
- It is a career oriented process.
(a) Training
(b) Development
(c) Selection
(d) Recruitment
- Which of the following is not an on-the-job method of training?
(a) Apprenticeship training
(b) Induction training
(c) Internship training
(d) Vestibule training
- Under this method of training, a trainee is put under the guidance of a master worker,
(a) Internship training
(b) Vestibule training
(c) Apprenticeship training
(d) Induction training
- This type of training method is adopted when employees have to handle sophisticated machinery and equipment at their workplace.
(a) Apprenticeship training
(b) Induction training

(c) Internship training

(d) Vestibule training

7. This type of training is provided to the new employees of an organisation in order to familiarise them with the organisational rules and policies, their superior and subordinate, and so on.

(a) Vestibule training

(b) Apprenticeship training

(c) Internship training

(d) Induction training

8. Kundan Lai joined a food processing unit as a factory worker. Since he was expected to work on sophisticated machinery, he was asked to undergo a special training. Identify the training method with reference to above lines. **(Hint: Vestibule training)**

9. Differentiate between training and development on any four points.

10. Are training and education same? Give reason for your answer.