THE OPEN UNIVERSITY OF SRI LANKA
BACHELOR OF MANAGEMENT STUDIES DEGREE PROGRAMME
LEVEL 06
FINAL EXAMINATION -2007
MCU 4212 -HUMAN RESOURCE TRANINING AND DEVELOPMENT
DURATION: THREE (03) HOURS

DATE: 15.07.2007	**TIME: 1.30 pm to 4.30 pm**

ANSWER ANY FIVE (5) QUESTIONS
ALL QUESTIONS CARRY EQUAL MARKS.

1. a) What is meant by the term career? (04 marks)
   b) "When you take a decision about your career, you should take a hard look at yourself."
   Explain the relevant concepts in career planning and development. (08 marks)
   c) "Developing a career plan will help immensely in activating good career management."
   What are the things that should be included in developing a career plan? (08 Marks)

2. "Human Resource Training and Development is an important element among the functions of Human Resource Development."
   a) Explain briefly what is meant by HRD? (08 marks)
   b) Explain using your own examples, the three major components of the process of HRD. (12 Marks)

3. a) Identify the role of managers in management development in an organization. (08 Marks)
   b) How do you differentiate management development from management training? (12 marks)

4. a) Describe the procedure of task analysis. (05 marks)
   b) Design a job description for any post which is familiar to you. (10 marks)
   c) What is meant by the Critical Incident Technique (CIT)? (05 Marks)

5. Identify the methods of on the job training used by Sri Lankan organizations. Elaborate your answer with a real life example. (20 Marks)

6. a) "Training is an essential part of the human resource management."
   Do you agree with this statement? Explain. (10 Marks)
   b) What are the factors to be considered when selecting the training staff? (10 Marks)

7. Explain the following terms
   a) Off the job training
   b) Team development
   c) Career counseling
   d) Job duties and the responsibilities (Total 20 marks)

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