

CO-OPERATIVE UNIVERSITY COLLEGE OF KENYA
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
CMHR 1204: TRAINING AND DEVELOPMENT- E-LEARNING
YEAR I SEMESTER 1
JANUARY-APRIL 2016 SEMESTER
APRIL 2016 EXAMINATIONS

INSTRUCTIONS

1. Answer Question One and any other Two Questions
2. Time: 2 Hours

QUESTION ONE

- a) Differentiate between training and development [2 Marks]
- b) What are the objectives of training [8 Marks]
- c) What are the steps in training process [5 Marks]
- d) Discuss the types of needs Analyses [10 Marks]
- e) What are the various training methods? [5 Marks]

QUESTION TWO

- a) Discuss the various ways to identify employees who need training [10 Marks]
- b) Discuss Kirkpatrick's Four-Level Model of Evaluation [10 Marks]

QUESTION THREE

- a) Explain the stages in employee development [10 Marks]
- b) Explain the guiding principles of career development [10 Marks]

QUESTION FOUR

- a) Discuss the role of the supervisor in employee development [10 Marks]
- b) Evaluate the points to consider when conducting training [10 Marks]

QUESTION FIVE

- a) Discuss methods to capture the audiences` attention during training [10 Marks]
- b) Discuss the various training methods at the workplace [10 Marks]