

Appendix-2

QUESTIONNAIRE

(SET TWO)

" A STUDY OF EXECUTIVE TRAINING AND DEVELOPMENT ACTIVITIES
IN THE SANGLI BANK LTD., SANGLI."

Note : You may please attach separate sheets wherever the
space for information may be found inadequate.

1. TRAINING REQUIREMENTS :

1.1. Please state your approach towards ' training for
your staff '

2. SELECTION :

2.1. How do you select trainees for your Training Programmes ?
What are the considerations for selection of the
employee ?

2.2. a) Do you find any difficulty in getting trainees relieved from their respective branches for your training Programmes ?

2.2. b) How do you overcome these difficulties ?

3. TRAINING PERIOD :

3.1. Do you conduct different types of training programmes ?
If so, please provide the information in the table given below.

Nature of the Training Programme	Participants' (categorywise)	Duration	No. of Participants

4. TRAINING METHODS :

4.1. Which method of training do you follow for your employees ?

- (a) Pre-employment training.
- (b) Training during the employment.
- (c) Both i.e. (a) and (b)
- (d) Others.

4.2. What are various methods for training bank personnel ?

5. Training Tools :

5.1. What are the various tools used for training your staff ?

Please MARK



TRAINING TOOLS

Mark (✓)

- A) Models ✓
- B) Projectors
- C) Films and Slides
- D) Record-Player.
- E)
- F)

6. PHYSICAL FACILITIES :

6.1. Are you satisfied with the other training facilities such as class room, seating arrangement, light, ventilation and library etc. ?

7. Evaluation of Training Performance :

7.1 How and who evaluates Training Programmes ?

7.2 How do you evaluate your trainees' performance ?

7.3 Do you call for Feed-back from the Parent branch of the trainee about 'After Training Performance' of the employee who had undergone training of your bank ?

8. TRAINING INCENTIVES :

8.1 What are the various incentives that are provided to the trainee on completion of training ? Please Mark (✓)

- A) Increments
- B) Meeting the entire training cost.
- C) Treating the staff under-going training ' on Duty '.
- D) Protecting emoluments during the training period.
- E) Prizes and Certificates.
- F)

8.2 Do you send your staff to outside institutions for training purposes ? If yes, please provide the details ---

Categories of Staff	Institutions attended.
1.	
2.	
3.	

9. TRAINING SERVICES : Do you offer training services to other Banks' employees ? If yes, please give the details.

YEAR	No. of Staff trained	Name of the Bank or institution.

10. Difficulties in Training :

10.1 (a) What difficulties do you face while carrying out
your activities ?

10.1 (b) Whether any outside agency provides assistance for
your training activity ? If yes, Please explain
the nature of such assistance and details about
such agencies.

11. STATISTICS OF TRAINING ACTIVITY :

Please provide necessary information in the table given
below :

Years	Trained staff			Total
	SENIOR	JUNIOR	OTHERS	
1975-76				
1976-77				
1977-78				
1978-79				
1979-80				
1980-81				
TOTAL				

12. STATISTICS OF TOTAL STAFF : Please provide necessary information in the table given below :

YEARS	Head Office Branch			Other Branches			TOTAL
	Senior	Junior	Others	Senior	Junior	Others	
1975-76							
1976-77							
1977-78							
1978-79							
1979-80							
1980-81							
TOTAL							

13. TRAINING ACTIVITY AND FINANCE :

13.1 a) What is the budgetary provision made for training activity of your bank ?

13.1 b) Do you think that the budgetary provision made for this purpose is adequate ?

14. GENERAL :

14.1 Do you train your staff in anticipation of future requirements ? If so, please explain.

14.2 What suggestions would you like to make to improve present training activities ?

15. TRAINING CENTRE :

15.1 Please explain in brief the Modus Operandi of your Training Centre.

15.2 Is there any prospective plan drawn for training the untrained employees ? If yes, please state briefly the salient features of that plan (e.g. categorywise, number of employees to be trained.)