
APPENDICES

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QUESTIONNAIRE - I

ASSESSMENT OF TRAINING NEEDS OF SUPERVISORS IN
MENON PISTONS PVT.LTD., KOLHAPUR.

(To be filled in by all Supervisors)

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1. Name
 2. Designation
 3. Department
 4. Educational Qualifications
 5. Experience
 - a. Previous Organization :
 - i. Less than 5 years ()
 - ii. Between 5-10 years ()
 - iii. More than 10 years ()
 - b. Present Organization :
 - i. Less than 5 years ()
 - ii. Between 5-10 years ()
 - iii. More than 10 years ()
 6. Training undergone, if any:
 7. No.of workers reporting to you
 - i. Less than 10 ()
 - ii. Between 10 to 20 ()
 - iii. More than 20 ()
 8. Basic background of your subordinates
 - i. Uneducated ()
 - ii. Fairly educated ()
 - iii. Educated ()
 9. Your age
 - i. Less than 25 years ()
 - ii. Between 25 to 35 years ()
 - iii. Between 35 to 45 years ()
 - iv. More than 45 years ()
 10. Please answer the following questions. The questionnaire will be used purely for research work. Your active co-operation is solicited.
Kindly place tick-mark (✓) against the column applicable.

Questionnaire-I (contd.)

Sr. No.	Questions	Always	Here & there	Rarely	Not at all
1.	2.	3.	4.	5.	6.
1.	Do you have any difficulty in controlling the workers working under you?				
2.	Do you feel it is difficult to convince them about any changes that are introduced in their work?				
3.	Do you feel that workers are immune to labour problems and disputes and it is difficult to improve them?				
4.	Do you feel that you subordinates are indisciplined?				
5.	Do you have any difficulty in Motivating your subordinates?				
6.	Do you feel that you have any difficulty in discussing the problems with your boss?				
7.	Have you at any time felt that you would have done the work better had you been given better technical competence?				
8.	Do you find that you are slipping from the work-completion dates for some reason or other?				
9.	Do you feel a good training program changes your attitude and does something good to your career?				
10.	Do you think that the workers are not quality-conscious and it is difficult to inject quality consciousness in them?				
11.	Do you feel that it is better to do the work yourself instead of supervision and directing the workers since they usually do not comply with your requirements?				

Questionnaire-I (contd.)

1.	2.	3.	4.	5.	6.
12.	Do you think that workers will resist if we measure their work output neck-to-neck?				
13.	Do you think that it is always difficult to understand and implement financial aspects of your daily work?				
14.	Have you felt that record-keeping is one of the most tedious job of all?				
15.	Do you feel that usually time is wasted in group discussions and meetings?				
16.	Do you feel that maintenance of various equipments and machineries is always a difficult task and almost always it is thankless?				
17.	Do you feel that always you fall short of time for completing the tasks on hand?				
18.	Do you feel that it is always difficult to handle grievances of workers?				
19.	Do you feel that it is difficult to motivate the workmen and get the work done?				
20.	Do you feel that always supervisor's job is difficult to that of an officer or a worker?				

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12. You will find eleven dimensions of training areas. Read them and mark the one which you feel is the most important training needs in your organization followed by other areas, e.g. if you think 'controlling of work' as the most important area of training needs, mark '1' against it. Similarly, if 'principles of supervision' is, in your opinion, the second important training needs, then mark '2' before it. Please follow this pattern for all the points (1-to-11) in ranking all the training needs.

Areas of Training Needs.

1. Principles of Supervision ()
2. Directing and Co-ordinating of Work ()
3. Controlling of Work ()
4. Motivation and human behaviour. ()
5. Quality Control ()
6. Time Management ()
7. Utilization of Equipments and Facilities ()
8. Leadership ()
9. Motivating Employees ()
10. Industrial Relations ()
11. Complaints and Grievances ()

13. Any other area you feel that you need training but left above.

- 1.
- 2.
- 3.
- 4.
- 5.

14. Any other particulars.

Place:

Date:

Signature

Name: _____
Designation: _____

QUESTIONNAIRE - II

INTERVIEW SCHEDULE

ASSESSMENT OF TRAINING NEEDS OF EXECUTIVES IN
MENON PISTONS PVT.LTD., KOLHAPUR

Name:

Department:

Designation:

Qualification:

Experience:

Age:

1. Have you been deputed for training after joining this organization?
2. If Yes, what was the nature of training?
3. Are you acquainted with the latest development and technological progress in the area of your work?
4. Do you feel that the technological progress affects your job?
5. If so, in what way?
6. What additional new knowledge or skill will be needed to meet these changes?
7. What problems have been encountered by you in delegating your responsibility?
8. How do you think these deficiencies should be removed?
9. What type of training do you need to perform you work effectively?
10. How should this be provided?
What else is needed?