

QUESTIONNAIRE

- 1-What is the duration of training for workers, supervisors, clerks, officers, managers ?
- 2-¹ raining is provided by Company Yes _____ No _____
 or himself Yes _____ No _____
 or both Yes _____ No _____
- 3-Whether regular refresher courses are in practice ?
- 4-Whether tuition rebates and Time Off at Company expense to attend courses, generous leaves of absence provided ?
- 5-Whether course attendance^{an} is included as apart of performance evaluation ? Yes _____ No _____.
- 6Whether retraining for displaced employees is in practice ?
 Yes _____ No _____.
- 7-Skill or process to be learned is divisible in parts-Yes _____ No _____
 or indivisible _____
 or both _____
- 8-Do you provide theory or background to the trainee ? Yes _____ No _____
- 9-What is the nature of training for workers, officers, Managers?
- 10-What is the nature of informal training in practice ?
 e.g. In the absence of officer, subordinate works- Yes _____ No _____
 or temporary transfer on higher posts during leave period of officer-- Yes _____ No _____.
- 11-Whether you prepare learning curves ? Yes _____ No _____.
- 12-Whether you use training manuals? Yes _____ No _____.
- 13-Whether company developing all purpose generalists with broad points of view---Yes _____ No _____
 or more narrow specialists Yes _____ No _____.

14-Whether individual has a choic in the kind of training

Yes _____ No _____ or/& developmental opportunities he receives. Yes _____ No _____.

15-Whether company faces shortage of top managers ? Yes _____ No _____

16-Whether off-the-job training is provided to the top managers?

Yes _____ No _____.

17-Whether Management Trainees are roated from department

to department ? Yes _____ No _____.

18-Whether JETs provided with on the job training with ---

Formal Classes ^x Yes _____ No _____.

Seminars Yes _____ No _____.

Group Discussions Yes _____ No _____.

19-Whether trainees are evaluated by supervisors Yes _____ No _____

or by programme coordinater Yes _____ No _____

20-How many times trainees are evaluated Once Yes _____ No _____

Twice Yes _____ No _____

Thrice Yes _____ No _____

or any more times _____

21- Whether JETs are expected to learn- Yes No

-Technical ability _____

-A willingness to obey orders _____

-Skill in dealing with people _____

-Any thing more(Please specify) _____

21 A-Whether trainees are operate under the direct observation

of top executives who are personally responsible for

evaluating the trainee's performance ? Yes _____ No _____.

- 22-Whether JETs are assigned to --
- | | Yes | No |
|--|-------|-------|
| -capital budgeting | _____ | _____ |
| -Product/service development | _____ | _____ |
| -L.R.P.Committee | _____ | _____ |
| -Study a problem area | _____ | _____ |
| -prepare recommendations | _____ | _____ |
| -Work as assistant to top
management member | _____ | _____ |
- 23- In a training programme more stress is given on theory
or ~~p~~ specific practical examples ? _____
- 24-Who prepares training programmes ? _____
- 25-Whether company conducts the surveys of training needs?
- Yes _____ No _____
- 26.Who does training ?
- | | Yes | No |
|------------------------|-------|-------|
| University | _____ | _____ |
| Company run institutes | _____ | _____ |
| Outsiders | _____ | _____ |
| Line personnel | _____ | _____ |
| Coaching by superior | _____ | _____ |
| International Bodies | _____ | _____ |
| (Please Specify). | | |
- 27-Whether performance evaluation is used as an index of change?
- Yes _____ No _____
- 28Whether training is useful to increase the profitability of
the enterprise ?
- Yes _____ No _____
- 29- State the norms used for measuring profitability ? _____
- _____
- 30-Please specify the agencies used for training -- _____
- _____
- 31-What is the basis for selection of trainees ? _____
- _____