

# WORKSHEET [B] BUSINESS STUDIES

## CLASS 12

### Chapter -STAFFING

Q1] It is the process of increasing the knowledge and skills of an employee for doing a particular job. Which process is refers to here.

or

What helps the employees in improving their job knowledge and efficiency.

Q2] Which type of training is a joint programme of training in which educational institution and business firms cooperate?

Q3] Trainee is put under the guidance of a master worker to require a higher level of skill. For example to become plumber , electrician etc. Which method of training is referred here.

Q4] In which type of training , employees learn their jobs on the equipments they will be using, but the training is conducted away from the actual work floor. Explain two other methods relating to this.

Q5]“There is no need of human resource planning as so many people are available in the market these days” do you agree with this statement? Give reasons.

Q6]“A newly appointed personnel manager is of the view that there is no need for training the workers”. Do you agree with his views? Give reasons in support of your answer.