**Manpower Planning, Recruitment and Selection**

**September 2023 Examination**

**Q1. As a Trainer, what precautions will you take for making the training interesting? What are Off the Job Training Methods used by IT companies? (10 Marks)**

**Ans:**

**Introduction**

Training is crucial to professional development, equipping individuals with the knowledge and skills required to excel in their roles. However, traditional training methods can often be monotonous and fail to engage learners effectively. As a trainer, I am committed to creating a dynamic, stimulating learning environment that fosters active participation and knowledge retention. In this essay, I will explore various strategies and techniques I would employ to make training exciting and impactful, followed by an in-depth examination of off-the-job training methods commonly used by IT companies.

**Concept & application:**

As a trainer in the IT industry, I recognize the importance of staying abreast of cutting-edge practices. Therefore, I will also discover various off-the-job training methods commonly utilized

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**Q2. As a HR Manager, you have to design an induction Program for the newly recruited CEO. What steps will you follow to design the induction program? (10 Marks)**

**Ans:**

**Introduction:**

Welcome to the Induction program for our newly recruited CEO. As the HR manager, I am delighted to have you join our organization, and I'm committed to ensuring a seamless and successful transition into your role as the leader of our company. This induction program has been meticulously designed to equip you with the knowledge, insights, and resources you need to lead our organization effectively and drive it toward continued success.

Your appointment as CEO marks a significant milestone for our company. We are confident that your wealth of experience, visionary leadership, and strategic insight will propel us to new

**Q3. Human Resource is a valuable asset of the organization. The success or failure of the organization depends upon the efforts put in by the human resource.**

**a. Why do you think Performance Appraisal is important? (5 Marks)**

**Ans:**

**Introduction:**

In the dynamic landscape of modern organizations, human resources represent a critical asset that drives success and sustainability. The performance of employees is a decisive factor that shapes any organization's overall progress and achievements. As a result, performance Appraisal, or performance evaluation performance review, has emerged as a crucial tool in managing

**b. How will you encourage good performance of employees in your organization? (5 Marks) –**

**Ans:**

**Introduction:**

In the dynamic landscape of modern organizations, human resources represent a critical asset that drives success and sustainability. The performance of employees is a decisive factor that shapes any organization's overall progress and achievements. As a result, performance Appraisal, or performance evaluation comprehensive performance review, has emerged as a crucial device in managing human sources efficaciously. This essay delves into the importance of performance