PART- A

Write short notes on the following in 200 words each.

1. Training Need Assessment

Ans : An assessment process that serves as a diagnostic tool for determining what training needs to take place. This survey gathers data to determine what training needs to be developed to help individuals and the organization accomplish their goals and objectives. This is an assessment that looks at employee and organizational knowledges, skills, and abilities, to identify any gaps or areas of need. Once the training needs are identified, then you need to determine/develop objectives to be accomplished by the training. These objectives will form criteria for measures of success and utility.

This analysis can be performed by managers who are able to observe their staff and make recommendations for training based on performance issues or gaps between performance and objectives. This analysis can also be performed on an organization-wide level by Training and Development managers who survey the organization to identify needs.

Factors that may lead to Training Needs

- Re-organization processes
- Business Process Re-engineering
- Process Improvements
- Reductions in Force
- Layoffs/Transfers/New Hires
- Staffing Changes/Promotions
- Re-locations
- New equipment/Technology
- Performance/Safety Issues
- Problems in Production/Safety
- New Systems/Procedures
- Changes in Laws/Regulations
- Succession Planning
- Career Paths/Growth

A needs assessment/survey helps an organization achieve its goals. It reduces gaps between employee skills and the skills required by the job and department. The training needs assessment survey can also form the basis (benchmark) for determining effectiveness of the training administered. You can re-administer the training needs survey after the training was performed to see if there was an increase in performance/skills as measured by the survey.

2. Power

Ans : Gender and power relations are intrinsic to all social institutions, from the family to educational, religious and legal institutions, the workplace and the media. Understanding of gender and gender relations begins at home and at school. School is the second biggest influencer of gender stereotyping after the family. Here, stereotypes are reinforced through teacher behaviour, the curriculum, sports and extracurricular activities.