IQRA National University, Peshawar.

Department of Business Administration

**MID TERM ASSIGNMENT**

**FALL-2020**

Advance Training and Development

Program: BBA

Instructor: Dr. Amna Ali

Total marks: 30 Date: 30th Nov 2020

**INSRUCTIONS FOR ONLINE EXAM:**

* Students must complete the paper within 3 hours.
* The student may not use his or her text book, course notes, google or receive help from any other source for copy/paste purpose.
* Paper containing more than 18% of plagiarized content will not be marked.
* Copied answers will not be considered for checking/marking.
* Plagiarized papers will be forwarded to UFM (Unfair Means) Committee for further disciplinary action.
* Students may not share their answers with their classmates.
* The answer paper must not contain questions. Students may begin without copying the question.

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|  | Questions | Marks |
| Q 1. | a. Differentiate between on-the-job training and off-the-job training.  b. Discuss the steps of on-the job training in detail. | a. 2  b. 8 |
| Q 2. | Suppose you are selected as a trainer. Which type of training method you would prefer (Audio based training or Audio-visual based training)? | 10 |
| Q 3. | Discuss in detail off-the-job training and development techniques. Also discuss the effectiveness of each technique. | 10 |

*Best of luck*