Appendix - II

VIEWS AND PERCEPTIONS OF TRAINEES
(Qualitative-empirical survey: Case study)

Part- A

1.1 Department /Function

1.2 Category of Employment
1. Manager
2. Non-manager

1.3 Nature of Employment
1. Permanent
2. (a) Part-time
2. (b) Full-time

1.4 Education

1.5 Sex
1. Male
2. Female

1.6 Age

1.7 Marital Status
1. Married
3. Widow
5. Divorcee
2. Single
4. Widower

1.8 Job tenure
(1) Total service in the present position ...................(in years)
(2) Total service in the present Organisation ............(in years)
(3 ) Total service (past & present)  ...................... ...(in years)

Part- B

2.1 How did you get yourself nominated for the training programme?
1) Seniority
2) Performance & merit
3) Your own initiative
4) Easy sparing of you
5) Your own training needs
6) Any other (Please specify)
2.2 Which training programme did you attend recently?
   1) In-company
   2) External

2.3 What was the main theme of your training programme?
   1) IT training
   2) Other technical training
   3) Management development programme
   4) Health & Safety
   5) Interpersonal skills
   6) Induction
   7) Sales & Marketing
   8) Team building
   9) Any other (Please specify)

2.4 What were the main objective of attending the training programme?

2.5 Have you undergone the training evaluation process?
   1) Before training
   2) During training
   3) After training
   4) All the above

2.6 Did the training programme meet your expectations?
   1) A great deal
   2) Quite a bit
   3) Some
   4) A little
   5) Very little

2.7 Was the content of the training programme logically organised?
   1) Yes
   2) No

2.8 Was adequate time allowed for the material covered?
   1) Yes
   2) No
2.9 Was instructor well-informed on the subject?
1) Yes
2) No

2.10 Did the instructor encourage participants?
1) Yes
2) No

2.11 Was the topic of the training programme related to your need and interest?
1) Very so much
2) To some extent
3) Not at all

2.12 Ratio of lecture to discussion?
1) Too much lecture to discussion
2) O.K
3) Too much discussion

2.13 How helpful were the handout materials?
1) Excellent
2) Very good
3) Good
4) Fair
5) Poor

2.14 What is your overall rating of the instructor?
1) Excellent
2) Very good
3) Good
4) Fair
5) Poor

2.15 Did you apply what you have learned in the course of training to your job?
1) To great extent
2) To some extent
3) A Little extent
4) Very little extent
5) Not at all
2.16 Which topics/aspects of the training programme have you been able to put into practice & how often?

<table>
<thead>
<tr>
<th>Topics</th>
<th>Always</th>
<th>Sometimes</th>
<th>Never</th>
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<tbody>
<tr>
<td>1) IT training</td>
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<td>2) Other technical training</td>
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<td>3) Management Development programme</td>
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<td>4) Health &amp; Safety</td>
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<td>5) Interpersonal skills</td>
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<td>6) Induction</td>
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<td>7) Sales &amp; Marketing</td>
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<td>8) Team building</td>
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<td>9) Any other (Please specify)</td>
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2.17 Which topics/aspects of the training programme have you been unable to use? Why?

<table>
<thead>
<tr>
<th>Topics</th>
<th>Reasons</th>
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<tbody>
<tr>
<td>1) IT training</td>
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<td>9) Any other (Please specify)</td>
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</table>

2.18 Did you find any positive improvement after undergoing the training programme in the following areas?

<table>
<thead>
<tr>
<th>Great deal</th>
<th>Quite a bit</th>
<th>Some</th>
<th>A little</th>
<th>Very little</th>
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<tbody>
<tr>
<td>1) Domain specific knowledge</td>
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<td>2) General knowledge</td>
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<td>3) Work related skills</td>
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<td>4) Attitudinal change</td>
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<td>5) Values</td>
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<td>6) Work related habits</td>
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<td>7) Any other (Please specify)</td>
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2.19 According to you, what were the major facilitating factors for transferring learning from the place of training to your workplace?
1) Favorable transfer climate
2) Supervisory climate
3) Sufficient resources
4) Support for freedom
5) Support for creativity
6) Coworker attitude
7) Any other (Please specify)

2.20 What were the major impediments standing in the way of transferring learning from the place of training to the workplace?
1) Heavy workloads
2) Lack of supervisory support
3) No feedback
4) Rigid rules & conservativeness of the organisation
5) Lack of freedom to introduce change
6) Lack of encouragement for innovation
7) Lack of facilities & resources
8) Any other (Please specify)

2.21 Perceived impact of your training to organizational goals:
1) Improved productivity
2) Improved performance
3) Reduced cost
4) Reduced work stress
5) Reduced grievances
6) Any other (Please specify)

2.22 Have your manager’s expectations of the training you received been fulfilled?
1) A great deal
2) Quite a bit
3) Some
4) A little
5) Very little

2.23 What further help can your manager or the company offer you?
2.24 Please circle your rating for the training programme on the following 10 point scale:

1  2  3  4  5  6  7  8  9  10
Poor  Moderate  Good  Excellent

2.25 Do you have any suggestion for improvement of the course?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

2.26 Would you recommend the course to colleague having a similar need to yourself?
1) Always
2) Sometimes
3) Never

2.27 Additional comments.................................................................

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