



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

Faculty of Business & Social Studies

DEPARTMENT OF LIBERAL STUDIES, COMMUNITY DEVELOPMENT &
COUNSELING

DIPLOMA IN COMMUNITY DEVELOPMENT COUNSELLING

(DCDC J09)

TRAINING METHODS

END OF SEMESTER EXAMS

SERIES: APRIL, 2010.

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES

1. The paper consists of **TWO** sections **A and B**.
2. Answer **ALL** questions in Section **A**.
3. Answer any **TWO** Questions **ONLY** from Section **B**.
4. **ALL** questions in Section **B** carry equal marks.

SECTION A

(Answer **ALL** questions from this Section.)

- Q.1 (a) Briefly outline **FOUR** areas of differences between training and education. (8 marks)
- (b) What is the importance of evaluating a training activity? (2 marks)
- (c) Explain the following types of evaluations.
- (i) Reaction evaluation. (2 marks)
 - (ii) Learning evaluation. (2 marks)
 - (iii) On-the-job Performance valuation. (2 marks)
 - (iv) Return on Investment evaluation. (2 marks)
- (d) One of the most commonly used audiovisual aids in training is a power point presentation.
- (i) Highlight **FOUR** advantages and **ONE** major disadvantage of using power point presentation by a trainer. (5 marks)
 - (ii) State a tip which you can give a trainer on the use of power point presentation. (1 mark)
- (e) Describe any **THREE** characteristics of adult learners according to Malcolm S. Knowles. (6 marks)

SECTION B

Answer any **TWO** questions from this Section.

- Q.2 (a) Briefly explain the purposes of training staff to an organization. (10 marks)
- (b) (i) Define a training need and explain how it is determined. (4 marks)
- (ii) Highlight any **THREE** problems that may hinder staff from performing to the required standards hence leading to a need for training them. (6 marks)

- Q.3 Draw up a simple one day training programme for training Boro Women Group members (24 members) on business record keeping. (20 marks)
- Q.4 (a) (i) Describe any **THREE** alternatives which a trainer can consider in determining the general approach for training. (6 marks)
- (ii) Describe how the following personality characteristics can affect adult learning.
- (I) Emotions (2 marks)
- (II) Attitude (2 marks)
- (b) Most trainers prefer to use case studies and group discussions methods of training, compare the two methods giving **THREE** merits and **TWO** demerits for each one of them. (10 marks)
- Q.5 (a) (i) State **FOUR** types of classroom meetings. (2 marks)
- (ii) Highlight the advantages of training in a classroom setting. (8 marks)
- (b) Explain the following steps of on-the-job training.
- (i) Showing step (2 marks)
- (ii) Explaining step (2 marks)
- (iii) Supervising step (2 marks)
- (iv) Observing step (2 marks)
- (v) Preparing step (2 marks)