

**ASSESSMENT # 4****Total Marks: 30**

**Answer the following Questions:**

1. What does Human Resource Department do? 5
2. Outline the ethics of HRM as relating to the organization and the individual employee. 5
3. What is the relationship between personal effectiveness and people management? 5
4. What should be the objectives of an effective training programme? 5
5. Outline the essential steps involved in training process. 5
6. What is the difference between training and development? 5