

MASTER FACILITATOR DEVELOPMENT PROGRAM

Knowledge Exam - Answer Key



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MFDP Knowledge Exam

Module 1

1. Which one of the following is **TRUE** about the distinctive characteristics of capacity development?
 - A. Supply-led
 - B. Top down approach
 - C. Holistic program approach
 - D. Creating capacities

2. Which capacity development stage is undertaken to define the context in which the capacity development will take place and identify key capacities that need to be enhanced in order to ensure individuals, organizations and the enabling environment actors can carry out their functions?
 - A. Consensus Building
 - B. Capacity Strengthening
 - C. Capacity Application, Follow-up and Assessment
 - D. Institutionalization

3. The AGP Community Level Participatory Planning (CLPP) process is a typical example of which capacity development stage?
 - A. Consensus Building
 - B. Capacity Strengthening
 - C. Capacity Application, Follow-up and Assessment
 - D. Institutionalization

4. Which one of the following tools help to conduct preliminary capacity needs assessment?
 - A. Questionnaire for assessing organizational capacity
 - B. Task analysis for assessing staffing competencies using focus group discussions
 - C. Individual capacity assessment questionnaire
 - D. Stakeholder Analysis

5. Stakeholder analysis can be used to do the following **EXCEPT**:
 - A. Assess stakeholders' level of interest
 - B. Assess stakeholders' level of influence
 - C. Develop engagement plan
 - D. Conduct task analysis

6. The following are important steps in conducting task analysis. However, the steps **ARE NOT** in logical order.
 - i. **List all Tasks that participants are required to perform**
 - ii. **List the Inputs required to complete the task successfully**
 - iii. **Give each task a weighting – DIF model**

- iv. **List the Steps required to perform each task in order**
- v. **Identify the specialized knowledge, skills & attitudes required to perform the specific task**
- vi. **List the Standards against which each task is assessed**

Which one of the following is the **CORRECT ORDER** in conducting task analysis?

- A. i → ii → iii → iv → vi → v
- B. i → iv → ii → vi → v → iii**
- C. i → ii → iv → vi → v → iii
- D. i → iv → vi → ii → v → iii

7. Which of the following ways help to gather information during capacity needs assessment?
- A. Asking questions
 - B. Observation
 - C. Document/secondary data analysis
 - D. All the above techniques are applicable**
8. Which of the following variables are considered during organizational level capacity assessment?
- A. Economic factors
 - B. Organizational performance
 - C. Strategic leadership
 - D. All of the above are considered**
9. A training coordinator wants to assess the training needs of her colleagues by developing a questionnaire of the following type:
Time Management Skills: 1. Unsatisfactory 2. Improvement needed 3. Good 4. Very Good 5. Outstanding
Which question type is the training coordinator used for assessing the needs?
- A. Likert scale
 - B. Rating scale**
 - C. Interval scale
 - D. Rank order
10. Which level of capacity refers to the internal structure, policies and procedures that determines organization's effectiveness?
- A. Individual level
 - B. Organizational level**
 - C. Enabling environment
 - D. Systems level

Module 2

1. Which of the following is **TRUE** about gender responsive content?
 - A. Use of images, illustrations, examples and instructions in training materials
 - B. Use of gender-neutral words, phrases, examples and expressions by facilitator and trainers
 - C. Facilitators ensure that both women and men express their true feelings, and listen to and respect the views and experiences of others
 - D. The venue and transport should also be considered
2. Which of the following is **NOT** true about ADDIE model?
 - A. Is a systematic, flexible, proven process for designing instruction
 - B. Consists of five phases
 - C. Help for developing instruction based on real-world performance requirements
 - D. Eliminates relevant skills and knowledge from the course
3. Which of the following tasks are completed at **Analysis** stage of ADDIE model?
 - A. Setting Learning Objectives
 - B. Assessing Learner Reaction
 - C. Assessing performance gaps
 - D. Field test the course
4. Which of the following tasks are completed at **Design** stage of ADDIE model?
 - A. Analyzing the audience
 - B. Task analysis
 - C. Develop Facilitator Guide
 - D. Setting Learning Objectives
5. Which of the following tasks are completed at **Development** stage of ADDIE model?
 - A. Develop learning activities
 - B. Develop Session-at-a-Glance (SAAG)
 - C. Develop Facilitator Guide
 - D. Measure transfer to the 'real-world'
6. At which stage of the ADDIE model we validate course materials and methods?
 - A. Design stage
 - B. Analysis stage
 - C. Implementation stage
 - D. Evaluation stage
7. Which of the following is **TRUE** about performance objective?
 - A. Is an expression of what participants should be able to do after training is completed.
 - B. Is an expression of what participants should be able to do in the training room to simulate what is required in the real-world.
 - C. Is measured immediately after completion of a training course.

- D. Is a statement of instructional intent.
8. Which of the following format is **CORRECT** when writing performance objectives?
- A. Given.....(Standards).....Participants must be able to(Task).....to the extent that(List the Inputs).....
 - B. Given.....(List the Inputs).....Participants must be able to(Task).....to the extent that(Standards).....
 - C. Given.....(List the Inputs).....Participants must be able to(Standards).....to the extent that(Task).....
 - D. Given.....(Standards).....Participants must be able to(List the Inputs).....to the extent that(Task).....
9. Which type of learning objectives are the most appropriate where the intention is to have learners gain knowledge – ideas, concepts and the ability to think?
- A. Cognitive learning objectives
 - B. Psychomotor learning objectives
 - C. Affective learning objectives
 - D. Course objective
10. Which of the following is **NOT** true about learning objectives?
- A. Learner-centered
 - B. Describe the performance of the learner on completion of the training course
 - C. Observable and measurable
 - D. Use more than one action verbs
11. Which of the following considerations are important for selecting training methods?
- A. Facilitator's knowledge, skills and experiences
 - B. Learners' abilities and cultural environment of learners
 - C. Learning objectives
 - D. All are equally important to consider
12. _____ is 'blueprint' for developing a learning strategy for ONE learning objective.
- A. Session-At-A-Glance (SAAG)
 - B. Facilitator Guide
 - C. PowerPoint Slide
 - D. Participant Note
13. Questions or subtopics are posted around the room. In groups, participants write down their ideas and identify new ideas as they move/rotate from one station to another. Which type of learning activity most suits to this statement?
- A. Writing on Cards
 - B. Think-Pair-Share
 - C. Gallery Walk
 - D. Jigsaw

14. Individuals with Activist Learning Style are most comfortable with which stages of the ERGA model?

- A. Experience
- B. Reflection
- C. Generalization
- D. Application

15. Which of the following action verbs help to set strong, measurable and observable learning objectives?

- A. Understand
- B. Know
- C. Evaluate
- D. Appreciate