

<b>Course Name: Training and Development</b>		
<b>Course Code: 15MB61H1</b>		
<b>Semester III / Year II</b>	<b>L-T-P : 3-0-0</b>	<b>Credits : 3</b>

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## **COURSE OUTCOMES**

After completion of this course, the student will be able to

1. Understand basic concepts associated with learning process, learning theories, training and development;
2. Understand training needs, identification of training needs, training processes, training methods, and evaluation of training;
3. Emerging trends in training and development; and
4. Relevance and usefulness of training expertise in the organizational work environment.

## **SYLLABUS**

Introduction to Training – Rationale for Training, Culture and Other Contexts, Training Process, Training Needs Assessment, Components of Training Needs Analysis, Sources of Data for Training Needs Analysis, Needs Assessment Process, Competency Models, Scope of Needs Assessment. Learning Theories – Principles of Learning, Learning Theories, Learning Process, Instructional Emphasis for Learning Outcomes, Considerations for Designing Effective Training Programs, Conditions for Effective Learning, Learning Cycle, Learning Curve. Design of Training Programme – Principles of Training Design, Training Design Process, Outlining Programmed Sequences and Themes, Approaches to Programmed Design. Implementation of Training Programme – Training Delivery Competencies, Trainers and Training Styles, Trainers Role, Trainers Skills, Post training Support for Improved Performance at Work; Training Methods, Training Methods Compared with Objectives; Training Aids. Training Evaluation – Stages of Evaluation, Different Evaluation Models, Donald Kirkpatrick's Evaluation Model, Determining Return on Investment, Measuring Human Capital and Training Activity; The Future of Training and Development: Use of new Technologies for Training Delivery, Emphasis on Speed in Design, Focus on Content and Use of Multiple Delivery Methods, Use of Training Partnerships and Outsourcing Training.

## **RECOMMENDED TEXT BOOK**

. Noe A. Raymond, "Employee Training and Development", Tata McGraw Hill Publications.

## **REFERENCE BOOKS**

1. Lynton P. Rolf & Pareek, Udai, "Training for Development", Vistaar Publications.
2. . Rao. P. L., "Enriching Human Capital through Training and Development", Excel Books.
3. Naik, G. P., "Training and Development: Text, Research and Cases", Excel Books.
4. Sahu R. K., "Training for Development", Excel Books, New Delhi.
5. Taylor B. & Lippitt G., "Management Development and Training Hand Book", McGraw-Hill, London.
6. Deb, Tapomoy, "Training & Development: Concepts & Applications", Ane Books.