

SYLLABUS

TRAINING AND DEVELOPMENT

[M.Com IVth Semester, Punjab University, Chandigarh]

Objective: The objective of the course is to familiarize the students with basic concepts and principles of Training and Development of Human Resource and train them to understand the learning environment of a firm. The knowledge so obtained will make them capable of providing training to Human Resource of a business firm.

UNIT-I

Conceptual Framework: The functions of training, relationship of training to organizational and individual goals. Factors effecting successful training process, Skills of a successful trainer - Internal and external trainer. Training and Learning: The learning process, learning curve, principles of learning, training guidelines, experience versus training, kinds of training, system approach to training, programmed instruction, transfer of training.

UNIT-II

Training Needs Assessment and Curriculum Development: Identification of Training and Development needs, training needs assessment - various approaches (the job and the Individual). Advantages and disadvantages of basic needs assessment techniques.

UNIT-III

Assessing curriculum needs, curriculum standards, matching organizational training needs. Developing training materials. Training Methods: Three Stages of training (Preparatory, implementation and follow -up stage). On the job and off-the-job methods,, experiential versus non-experiential methods.

UNIT-IV

Evaluation of Training and Development, and Emerging Pattern: Reasons of evaluating training, Criteria for evaluation, problems of evaluation, steps involved in evaluation, methods for training evaluation, analysis and costing of training. Emerging Pattern of Training and development in India.