Course Name: Training and Development
Course Code-MS 309
Course Credits: 6
Course Objective: The course aims at making the student understand the area of training and development to develop better employees for the organizations.

Block I AN OVERVIEW OF TRAINING AND DEVELOPMENT

Unit I Conceptual Framework of Training and Development

Unit II Role of Training in Organizations
Place of Training in Organizational structure, training process Model, Difference between training and development

Unit III Nature and Scope of Training and Development

Unit IV Systematic Approach to Training

Unit V Training Needs Analysis and Action Research
Organizational Analysis, Operational analysis, Person Analysis – Gathering Training Needs Data – Approaches to Training Needs Analysis Business – TNA and Design.

Block II TRAINING DESIGN

Unit VI Training Design

Unit VII Determining Training Objectives

Unit VIII Training Methods and Aids

Unit IX Training Climate and Training Techniques

Unit X Selecting Training Strategies

Unit XI Training Instruments/Tests

Block III EVALUATION OF TRAINING

Unit XII Evaluation of Training
Unit XIII Different Methods of Training
Unit XIV Follow-up in Training

Unit XV Technology in Training

Unit XVI Mentoring, Assessment and Development Centre

Block IV INTEGRATING TRAINING AND DEVELOPMENT

Unit XVII Approaches to Executive Development

Unit XVIII Organisational Behaviour and Development

Unit XIX Management Trainees and their Expectations

Unit XX Training for Team Building

Unit XXI News Concepts of Training

Suggested Readings:

1. FORD- Bottom Line Training – How to Design and Implement Successful Programs that boost profits –PHI.
2. Dr. B. Rathan Reddy "Effective HR Training and Development Strategy" HPH

3. Training and Development-Concepts and Practices, S.K.Bhatia, Deep and Deep Publication