**GROUP- HUMAN RESOURCE MANAGEMENT**

**==========================================================================Title: Training and Human Resource Development Code: HRM 545**

**Credit Hours: 3 Year /Semester: II/IV** **48 Hours**

**Course Objectives:**

The course aims at exposing the graduates to the concepts and practices of training and development for professional growth and to generate hands on skills related to latest approaches to developing human resources in modern organizations.

**Unit 1 Introduction 8 Hours**

Concepts and Rationale of Training and Development; Overview of Training and Development Systems (System Approach); Organizing Training Department; Linking Training and Development to Company’s Strategy; Training Cycle, Requisites of Effective Training

**Unit 2 Management of Training 12 Hours**

Training Need Assessment: Meaning and Purpose of Training NA, Output of TNA, Methods Used in TNA, Designing Training Program – Objective, Curriculum, Trainers, Kinds of Training and Training Materials, Physical Setting; Conducting Training and Development Programs, Orientation and Socialization, Monitoring Training; Diversity Training, Choice of Training and Development Methods, Preparation of Trainers; Training Process Outsourcing: Searching and Evaluating Right Trainers and Training Institutes

**Unit 3 Training and Development Methodologies 12 Hours**

Overview of Training Methodologies- Logic and Process of Learning; Principles of Learning; Individual differences in learning, learning process, learning curve, learning management system; Criteria for Method Selection; Skills of an Effective Trainer; Use of Audio-Visual Aids in training;

Some Methods of Training and Development: Case Study, In-basket exercise, Special Projects, Multiple Management Programme Learning, Action learning, Syndicate Work, Games, Action Maze, Role Play; Demonstration and Practice Monitoring; Coaching; Self Diagnostic Skills, Experience Learning, Discovery Learning, Brain Storming, Counseling, Position Rotation, Team Building, and Sensitivity Training

**Unit 4 Evaluation of Training and Development 8 Hours**

Reasons for Evaluating Training and Development Programs, Problems in Evaluation; Evaluation Planning and Data Collection, Different Evaluation Frameworks, Problems of Measurement and Evaluation; Costing of Training, Measuring Costs and Benefits of Training Program, Obtaining Feedback of Trainees; Methods of Evaluating Effectiveness of Training Efforts; Kirkpatrick Model of Training Effectiveness; Training Issues Resulting from The External Environment and Internal Needs of The Company

**Unit 5 Emerging Trends in Training and Development 8 Hours**

Team training and six sigma training; Electronic Enabled Training Systems (EETS)-Concept and types, benefits and challenges in using EETS; Concerns in Implementation of EETS – Availability, Incorporation, Extension, and Learning Renewals for EETS; Use of EETS and Its up Scalability; Follow up Activities; Training and Development Initiatives of Some Selected Companies From Private and Public Sectors and MNCs

**References Books:**

1. Harrison, Rosemary (2000). ***Employee Development****.* Hyderabad, India; University Press.
2. Rishipal. (2011*):* ***Training and Development Methods*,** S Chand and Company, New Delhi
3. Blanchard, P. N. & Thacker, W. J. (2008). ***Effective Training: Systems, Strategies and Practices***, Pearson
4. Raymond Noe, A. (2008). ***Employees Training and Development,*** McGraw Hill Publication.