

## ELECTIVE- HR

# MANAGEMENT TRAINING AND DEVELOPMENT

Subject Code- HRM 2

Max. Marks (Ext. Exam): 80

Min. Pass Marks : 32

### OBJECTIVES :

The purpose of this paper is to provide an in-depth understanding of the role of Training in the HRD, and to enable the course participants to manage the Training systems and processes.

### COURSE CONTENTS :

**UNIT-I** Training Process – an overview; Role, Responsibilities and Challenges to Training Managers.

**UNIT-II** Organization and Management of Training Function; Training Needs Assessment and Action Research.

**UNIT-III** Instructional Objectives and Lesson Planning; Learning Process; Training Climate and Pedagogy.

**UNIT-IV** Developing Training Modules; Training Methods and Techniques; Facilities Planning and Training Aids; Training Communication.

**UNIT-V** Training Evaluation; Training and Development in India.

### SCHEME OF EXAMINATION:

Total Marks : (Internal 20, External 80) = 100 marks

### PATTERN FOR EXTERNAL EVALUATION:

Sec. A: (Short Answers) 4 out of 8 4 x 8 = 32 Marks.

Sec. B: (Essay type & case) 3 out of 5 3 x 16 = 48 Marks.

### SUGGESTED READINGS :

1. Beunet, Roger ed., 'Improving Training Effectiveness', Aldershot, Gower, 1988
2. Buckley R & Caple. Jim. 'The Theory & Practice of Training'. London, Kogan & Page, 1995
3. Lynton, R Pareek, U., 'Training for Development'. 2<sup>nd</sup> ed. New Delhi, Vistaar, 1990
4. Pepper, Allan D., 'Managing the Training and Development Function'. Aldershot, Gower, 1984
5. Rae, L., 'How to Measure Training Effectiveness', Aldershot, Gower, 1986
6. Reid, M A etc., 'Training Interventions: Managing Employee Development'. 3<sup>rd</sup> ed. London, IPM, 1992

7. Senge, P., 'The Fifth Discipline: The Art and Practice of the Learning Organization'. London, Century, 1992