

BBA- 631-18 Training and Development

Course objective: The course aims at developing knowledge about concepts, process, methods and evaluation of training and development.

Course Outcomes (COs): After completion of the course, the students shall be able to:

- CO1** Understand the concepts and principles of Learning.
- CO2** Develop understanding about training and development concept.
- CO2** Able to assess training needs and select optimal method for employee Training.
- CO3** Develop acumen to evaluate training effectiveness.
- CO4** Comprehend the emerging issues for Training & development in Indian Industries.

UNIT- I

Learning: concept, principles of learning, methods of learning, importance of teaching techniques, instruction technology, instructor behavior, attention versus involvement.

UNIT - II

Training: Concept, Importance & Objectives of Training, Process and Significance of Training, Identification of Training Needs, Evaluation of Training Effectiveness.

UNIT – III

Methods of training: On the job training ,Off the job training, choosing optimum method ,the lecture, field trips, panel discussion, behavior modeling, interactive demonstrations, brain storming, case studies, action mazes, incident process, in-baskets, team tasks, buzz-groups and syndicates, agenda setting, role-plays-reverse role plays, rotational role plays, finding metaphors, simulations, business games, clinics, critical incidents, fish bowls, T-groups, data gathering, grouping methods, transactional analysis, exception analysis.

UNIT - IV

Development: Concept & need, differences between training and development, Developing Effective Trainers,

Evaluation of Training and Development Programs: Criteria, Problem and Steps Involved in evaluation. Emerging issues in Training and Development in India.

Suggested Readings:

- Dayal, I, *Manpower Training in organizations*, Prentice Hall of India, New Delhi
- Craig, R., *Training and Development*, McGraw Hill, New York
- Lynton, R.P and Pareek U., *Training and Development*, Irwine Doresy, Hopwood
- Reddy, *Effective Human Resource Training and Development Strategy*, Himalaya Publications
- Goldstein, *Training in Organisations*, Cengage Learnings
- Sharma, R., *360 Degree Feedback, Competency Mapping and Assessment Centres*
- Pattanayak and Biswajeet, *Human Resources Management*
- Armstrong M.A., *Handbook of Human Resource Management Practice*, Cogan Page, London
- Taylor B. and Lippitt G., *Management Development and Training Handbook*