Programme Name: MMS / PGDM: MMS

Name of the Course: Training & Development

Maximum marks: No. of Sessions:

Name of the Faculty: Pravin Narang

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Weblink:

Learning Objectives:

At the end of the course, students should have a thorough grasp of all aspects of Training, including Need Assessment, Role of Training, Objectives of Training, Structure of Training, Training Budgets, Organizing a Training Program and Evaluating a training program.

Reference Books:

1. Employee Training and Development by Raymond Noe
2. Effective Training Systems by BLANCHARD and THACKER
3. The Adult Learner, by Malcolm Knowles, Richard Swanson, Elwood Holton
4. Design for How People Learn (Voices that Matter) by Julie Dirksen
5. Telling Aint Training – Harold Stolovich and Erice Keeps
6. The Learning and Development book by Tricia Emerson and Mary Stewart
7. Getting Your Money's worth from Training and Development – A guide to breakthrough learning
by Andrew Jefferson, Roy Pollock and Calhoun Wick

Plan:

Session No	Topics to be covered	Books referred/ Recommended/ References- Print/Articles/ News/Research papers/ Online database/ Software /Simulations used	Learning outcomes	Evaluation of Students understanding by MCQs, Quiz, Short Test
1	Introduction to Human Resource Development – Employee Training, Career Development, Coaching/ Counselling, Mentoring and Succession Planning	Employee Training and Development by Raymond Noe	Basic Understanding of the elements of HRD	MCQ's
2	Training in Organizations – Use of Training, Structrure of Training Department, Need Assessment	Effective Training Systems by BLANCHARD and THACKER	An overview of training function. Detailed understanding of Need Assessment	Quiz
3	Details on Learning theories. Principles of Adult Learning and Social Learning	The Adult Learner, by Malcolm Knowles, Richard Swanson, Elwood Holton	Understanding the learning patterns in an organization. Detailed understanding of Adult learning and Social learning.	Quiz
4	Administration of a Training Program – Training Budgets and Training Calendar. Designing of a Training Program – establishing learning objectives and	The Learning and Development book by Tricia Emerson and Mary Stewart	Devising the Annual training budget. Planning the Annual training schedule. Establishing the learning objectives.	Quiz

	designing the training modules	Effective Training Systems by BLANCHARD and THACKER		
5	Assessment of Training needs – Company's Strategic direction, Person Analysis, Constraints affecting training	Employee Training and Development by Raymond Noe	Understanding how to dovetail training with company's strategic direction.	MCQ's
6	Training Modules – Design, Implemetation and Execution.	Effective Training Systems by BLANCHARD and THACKER	Detailed design of Training modules. How to plan and implement an effective training program	Quiz
7	Competency Modelling and Mapping	The Adult Learner, by Malcolm Knowles, Richard Swanson, Elwood Holton	Understanding the methods of competency modelling, Gap analysis, Competency fulfiment, Task mapping.	Quiz
8	Methods of Traditonal Training	The Adult Learner, by Malcolm Knowles, Richard Swanson, Elwood Holton	Understanding all aspects of Traditional training methods – advantages and disadvantages.	Quiz
9	E-learning, Outbound Training, Fusion Methodology	The Adult Learner, by Malcolm Knowles, Richard Swanson, Elwood Holton	Evolution of e-learning methods. Advantages of Outbound training.	Quiz
10	Training for Middle Level Managers	Effective Training Systems by BLANCHARD and THACKER	Train the trainer, How to supervise effectively. Leading successful teams. Transfer of training to workplace	Quiz
11	Training for Senior Management	Effective Training Systems by BLANCHARD and THACKER	Company's strategic vision. Planning effective training programs for Senior Management.	Quiz
12	Evaluation of Traininng Programs, Cost	Effective Training Systems by	Calculating cost-benefit ratio and ROI for	Quiz

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		benefit Analysis, ROI on training	BLANCHARD and THACKER	training programs. How to increase ROI for a training program.	
13		Management Development Program	Employee Training and Development by Raymond Noe	Advantages of Management Development Program. Planning and executing an effective Management Development Program.	
14		Planning & Organizing Conferences and Seminars	Employee Training and Development by Raymond Noe	Aspects in seminar & conference management	
15		Case studies and Presentations	From the students	Detailed case studies on Training and Development	
16					
17					
15					

2. Practical Approach   : Other activities (Atleast 4 distinct activities)

Sr. No.	Activity Name	Topic Coverd	Learning outcomes	Source
1	Role Play			
2	Industry Visit			
3	Academic Projects			
4	Book Review			

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5	Group Discussion			
6	Business Quiz / Business News sharing			
7	Videos / Simulation			
8	Use of Softwares and Labs			
9	Any other activity			

Evaluation:

I) Internal:

Component	Details	Marks
Class Test		
Presentation		
Case Study		
Participation		
Others		

Signature of Faculty   **Signature of the Co-ordinator**

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