



Dr. V. N. Bedekar Institute of Management, Thane
Teaching Plan (MMS/PGDM)
Academic Year (2015-2016)

Programme Name: **MMS**

Name of the Course: Training and Development

Maximum marks: 100

No. of Sessions: 15

Name of the Faculty: Sukhada Tambe

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Weblink:

Learning Objectives:

- 1. To understand the importance of training and development department for every organization.**
- 2. To learn how to conduct training program.**
- 3. Study the need analysis and evaluation of training program.**

Reference Books:

- 1. Training and development text research and cases – Pandu Naik**
- 2. Effective Training Systems, Strategies and Practices P. Nick Blanchard, James W Thacker second edition Pearson Education**
- 3. Employee Training and Development by Raymond A Noe, 3ed. McGraw Hill Publication (International Edition)**
- 4. Effective Human Resource Training and Development Strategy – Dr.B.Rathan Reddy**

Plan:

Session No	Topics to be covered	References- Print/Online	Learning outcomes
1	Introduction to human resource development	humanresources.about.com	Understanding the scope of HRD
2	Overview of Training in Organizations <input type="checkbox"/> Role of training <input type="checkbox"/> structure of training Planning for Training and Development	Employee Training and Development by Raymond A Noe	Importance of training for organization



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	<input type="checkbox"/> Management of Training function <input type="checkbox"/> Need assessment <input type="checkbox"/> Evaluation <input type="checkbox"/> Organization of Training		
3	Learning organization	infed.org/mobi/peter-senge-and-the-learning-organization	To know what is a learning organization.
4	Principles of Adult Learning <input type="checkbox"/> Learning Styles <input type="checkbox"/> Self Generated Learning <input type="checkbox"/> Experiential Learning <input type="checkbox"/> Motivation & Performance	Employee Training and Development by Raymond A Noe	Understanding difference between pedagogy and andragogy and when to use which technique.
5	Training Administration. <input type="checkbox"/> training budget , <input type="checkbox"/> budget training programmes, <input type="checkbox"/> design training calendar /schedules) Designing and executing Training inputs <input type="checkbox"/> Establishing Learning Objectives <input type="checkbox"/> Developing Training Modules <input type="checkbox"/> Role of 'Active Training'		An overview of overall administration of training.
6	Training Need assessment	Effective Human Resource Training and Development Strategy – Dr.B.Rathan Reddy	Learn how TNA is conducted.
7	Competency modeling and mapping	www.cengrow.com/cmm.htm	Understanding competency modelling and mapping.
8	Designing Training Modules	Employee Training and Development by Raymond A Noe	Awareness about the different training methods and modules.
9	Implementation of Training	Training and development text research and cases – Pandu Naik	Learn how to practically implement a training program.



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10	Traditional training methods <input type="checkbox"/> E-learning and use of technology in training Computer Based Training Satellite Based Training Outbound Training Fusion Methodology: Theatre, Art, Music as methodologies The World as a Classroom	Training and development text research and cases – Pandu Naik	Exposure to various methods of training
11	Training evaluation, Cost Benefit Analysis and ROI	Employee Training and Development by Raymond A Noe	Understand the training evaluation process.
12	Management Development.	Training and development text research and cases – Pandu Naik	Importance of management development for an organization.
13	Planning & Organizing conferences, seminar etc Training Audit	Employee Training and Development by Raymond A Noe	Conducting conferences and training audit.
14	Case Studies , Presentations and Training Administration		
15	Case Studies , Presentations and Training Administration		



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Evaluation:

I) Internal: as per guidelines of University of Mumbai

Component	Details	Marks
Class Test		
Presentation		
Case Study		
Participation		
Others		

II) External:
(Sample questions)

Signature of Faculty

Signature of the Co-ordinator