

Training and Development

1. Introduction to Human Resource Development.
2. Learning organization
3. Principles of Adult Learning, Motivation & Performance
4. Training Administration. (training budget, budget training programmes, design training calendar / schedules)
5. Training Need assessment. Competency modeling and mapping
6. Designing Training Modules
7. Implementation of Training
8. Traditional training methods
9. E-learning and use of technology in training
10. Training evaluation, Cost Benefit Analysis and ROI
11. Management Development
12. Planning & Organising conferences, seminar etc.
13. Training Audit
14. Case Studies and Presentations

Reference Text

1. Effective Training Systems, Strategies and Practices
2. 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)