

MBA Final Year (4<sup>th</sup> Semester)

407 – B: Training and Development

**Objective:**

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.

**Unit -I:**

Nature and Importance of Training in Organisation Development and Individual Development.; Learning through Training; Knowledge and Skill Development Organisational Set-up and Responsibility for Training.

**Unit -II:**

Making Training Effective, Designing, Budgeting and Organising for Training Programme. Instructional Objectives and Lesson Planning, Learning Process.

**Unit -III:**

Developing Training Climate, and Pedagogy; Developing Training Modules; Trainer and Training Styles; Evaluation and Follow-up of Training Programme; Facilities Planning and Training Aids; Training Communication; Training and Development in India

**Unit - IV:**

Comprehensive Case Study equivalent to Two Units.

**Note:** A compulsory comprehensive case (running into not more than 3 to 4 printed pages) relating to the issues detailed under one or more of the first three units shall be given as Unit IV. As far as possible the theoretical questions and the case should not relate to the same issues / topics. The case study will be equivalent to Two units value

**Suggested Readings:**

1. Beunet, Roger ed.: Improving Training Effectiveness, Aldershot, Gower.
2. Buckley R & Caple, Jim: The Theory & Practice of Training, London, Kogan & Page
3. Lynton, R Pareek, U.: Training for Development, 2<sup>nd</sup> ed., New Delhi, Vistaar
4. Pepper, Allan D.: Managing the Training and Development Function, Aldershot, Gower
5. Rae, L.: How to Measure Training Effectiveness, Aldershot, Gower
6. Reid, M. A. etc.: Training Interventions: Managing Employee Development 3<sup>rd</sup> ed., London, IPM
7. Senge, P.: The Fifth Discipline: The Art and Practice of the Learning Organisation, London, century