

TRAINING AND DEVELOPMENT

1. Training and Development

- 1.1 Introduction
- 1.2 Need for Training , Scope of Training
- 1.3 Distinction between education and training
- 1.4 Benefits of Employee TRG

2. The Learning Organization:

- 2.1 Introduction
- 2.2 Levels of Learning
- 2.3 The nature of learning
- 2.4 Learning for change
- 2.5 NEW SKILLS
- 2.6 Planning for change
- 2.7 Strategic Decision Making

3. The Training Process :

- 3.1 working with the basics
- 3.2 the industry attitudes towards training
- 3.3 the training process
- 3.4 the long term perception

4. Identifying Training Needs :

- 4.1 Introduction ,
- 4.2 Organization Analysis
- 4.3 System Analysis
- 4.4 Person Analysis

5. Designing Training Programme :

- 5.1 The business environment
- 5.2 Training policy and strategy
- 5.3 Training Plan
- 5.4 Designing Training Programmes – Single day and Multiple days
- 5.5 Topics of Employee Trg

6. Evaluating Training Programmes :

- 6.1 Reaction, Learning , Behavior modifications
- 6.2 Feedback
- 6.3 Pre Training Evaluation
- 6.4 Post Training Evaluation
- 6.5 Donald L Kirkpatrick Model of Evaluation

7. IT and Software Training :

- 7.1 Web based Training
- 7.2 Multimedia and CBT
- 7.3 Technology supported training

8. Advanced Techniques in Trg and Dev :

- 8.1 Action Learning
- 8.2 Adult Learning
- 8.3 Mentoring
- 8.4 Role Plays
- 8.5 Training for Leadership
- 8.6 Training for TQM

9. Employee Counseling and Mentoring :

- 9.1 Objectives
- 9.2 The Participants in Counseling
- 9.3 The Counseling Process
- 9.4 Types of Counseling
- 9.5 Executing Counseling
- 9.6 Mentoring**
- 9.7 Participation in Mentoring
- 9.8 Process in Mentoring
- 9.9 Benefits of Mentoring
- 9.10 Ethical Issues in Mentoring

10. Higher Education for Employed

- 10.1 Objectives
- 10.2 Full time education
- 10.3 Part time education
- 10.4 Correspondence education
- 10.5 Advantages of Parallel learning

Reference Books:

Training and Development – Anthony Landale

1. Training and Development – Raymond Noe
 2. Employee TRG and Development - Raymond Noe.
 3. Trg Needs Analysis & Evaluation - Frances & Roland Bee
 4. How to Plan and Design TRG Programmes - Leslie Rae
 5. Trg for life and Ledership in Industry - E H McGrath
 6. Training Instruments for HRD- Uday Pareek
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- a. Human Resource mngt -9thedn,Robert Mathis ,Jhon Jackson
 - b. Human Resouce Mngt - Experimental Approach - H Jhon, Bernardin
 - c. Training and Development , Text and Cases – G Pandu Naik.