

**SKILL BASED SUBJECT - I : TRAINING AND DEVELOPMENT**

<b>Sem</b>	<b>Subject code</b>	<b>Category</b>	<b>Lecture</b>		<b>Theory</b>		<b>Credit</b>
			<b>Total Hrs</b>	<b>Hrs per week</b>	<b>Total Hrs</b>	<b>Hrs per week</b>	
<b>III</b>		Skill based subject - I	30	2	30	2	2

**COURSE OBJECTIVE:**

1. Training and development is viewed as new knowledge, skill and abilities to enhance a learner have to improve them.
2. The learner can better perform a current task or job.
3. A trainer might use a variety of methods to enhance a learner's learning, including other- or self-directed, and formal or informal.

**COURSE OUTCOMES:**

**On Successful completion Of the Course the student will be able:**

<b>CO Number</b>	<b>CO Statement</b>	<b>Knowledge level (K1-K4)</b>
<b>CO1</b>	To understand the basic training concepts.	<b>K2</b>
<b>CO2</b>	To provide various methods and techniques in learning concepts.	<b>K2</b>
<b>CO3</b>	To provide the ideas about the training design in an organization	<b>K3</b>
<b>CO4</b>	To understand the methods of training and development.	<b>K3</b>

<b>CO5</b>	To measure the performance of all organization and its practical approach and it's connected with management development.	<b>K3</b>
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**K1 – Remember; K2 – Understand; K3 – Apply; K4 – Analyze**

### **MAPPING WITH PROGRAMME OUTCOMES**

<b>COS</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>
<b>CO1</b>	S	S	S	M	S	M
<b>CO2</b>	S	M	S	S	S	S
<b>CO3</b>	S	S	S	S	M	S
<b>CO4</b>	M	S	M	S	S	S
<b>CO5</b>	S	S	S	S	S	M

**S – Strong;**

**M – Medium;**

**L – Low**

### **UNIT-I INTRODUCTION OF TRAINING**

**6 hrs**

**Meaning of Training :** Importance of training- Scope of training –Objectives of training – Principles of training - How training benefits in organization – Need of Training - Determining training needs – Beneficiaries of training - Evaluation of training programs.

### **UNIT- II LEARNING PROCESS**

**6 hrs**

**Learning process :** Principles of learning - Methods of learning - Importance of learning techniques - Technology of training – Building effective instructions – Incorporating learning principles.

### **UNIT -III TRAINING DESIGN**

**5 hrs**

**Training Design** : Steps in training – Training policy - Factors affecting training design– Constraints in the design – Organizational/ Environmental training – Outcomes of design.

#### **UNIT – IV METHODS OF TRAINING**

**6 hrs**

**Types of training** : On – the – job and Off – the – job training – Training methods – Difference between training and Development – Training Evaluation – Improving Effectiveness of training

#### **UNIT- V CAREER DEVELOPMENT**

**7 hrs**

**Career Development** : Need and Importance of career development - Purpose and objectives of career development - Steps – Techniques - Approaches to career development –career development implications – career Characteristics – Special needs of technical managers - Career development programs – Counseling.

**Distribution of Marks** : Theory – 100% , Problems – 0%

#### **Text Books:**

<b>S.NO</b>	<b>Authors</b>	<b>Title</b>	<b>Publishers</b>	<b>Year of publication</b>
1	Dr. B. Janakiram	Training and Development	Biztantra Indian Text Edition	2007
2	R.K. Samanta	Training and Development	MD publication pvt limited	2018
3	B.Taylor and Lippit	Training and Development	Margham publication	2007

#### **Reference Books:**

<b>S.NO</b>	<b>Authors</b>	<b>Title</b>	<b>Publishers</b>	<b>Year of publication</b>
1	C.B.Momoria& S.V Gankar	Training and Development	Himalaya publishing house	2012
2	G. PanduNaik	Training and Development	Excel Books	2008
3	P. Nick Balanchard& Co	Effective Training	Pearson Education India; 5 edition	2015

### **TEACHING METHODOLOGY :**

1. Chalk & Talk
2. Lecture
3. Seminar
4. Assignment
5. Chart preparation
6. PPT
7. Group Discussion
8. You tube class
9. Case study
10. Role play

### **SYLLABUS DESIGNER:**

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