**SARDAR PATEL UNIVERSITY**
**Vallabh Vidyanagar, Gujarat**
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11)**
**Syllabus with effect from the Academic Year 2022-2023**

**(Master of Business Administration) Semester III**

# HUMAN RESOURCE SPECIALISATION

### PM03EHRM56: MANAGEMENT OF TRAINING AND DEVELOPMENT

| Course Code | PM03EHRM56 | Title of the Course | Management of Training and Development |
|---|---|---|---|
| Total Credits of the Course | 04 | Hours per Week | 04 |
| Course Objectives: | <ul><li>To provide information about training need analysis.</li><li>To study the processes and approaches involved in developing a training programme.</li><li>To understand the various processes at each stage of training.</li><li>To study the methods to evaluate training effectiveness.</li></ul> | | |

| Course Content: 30 sessions | | |
|---|---|---|
| **Unit** | **Description** | **Weightage (%)** |
| 1. | Overview of training, role, responsibilities and challenges to training managers. Orientation and Interest areas are identified for training projects with reference to Learning, Motivation & Behavior | 25 |
| 2. | Needs Analysis, Training Design, ADDIE model. | 25 |
| 3. | Methods for development, implementation, and evaluation of training programmes. Learning and transfer of training. | 25 |
| 4. | Key areas of organizational training and employee development, Importance of feedback. Input- Process- Output Model. Use of technology in training programmes. | 25 |

| Teaching-Learning Methodology | Lectures, Presentation, Case studies. |
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| Evaluation Pattern | | |
|---|---|---|
| **Sr. No.** | **Details of the Evaluation** | **Weightage** |
| 1. | Mid-Semester Examination | 30% |
| 2. | Internal Continuous Assessment in the form of Presentations, Quizzes, Seminars, Assignments, Attendance | 30% |
| 3. | End Semester Examination | 40% |

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| Course Outcomes: Having completed this course, the learner will be able to | |
|---|---|
| 1. | Identify the training need analysis for an organization. |
| 2. | Design training programmes and develop alternative methods of instruction. |
| 3. | Effectively implement training programmes in various contexts. |
| 4 | Design feedback systems and evaluate training programme effectiveness. |
| 5. | Enhance employability. |

| Suggested References: | |
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| **Sr. No.** | **References** |
| 1. | P. Nick Blanchard and James Tacker, Effective Training: Systems, Strategies And Practices, Pearson education. |
| 2. | Cummings, T. G., & Worley, C. G., Organization development and change. Cengage learning. |
| 3 | Noe, R. A., & Kodwani, A. D. Employee training and development, 7e. McGraw-Hill Education. |

| Online Resources |
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| www.cpe.rutgers.com |
| www.zeotraining.com/ training |
| www.managementhelp.com/ training |
| www.corporateagent.com |