

HR71614 Training & Development

CHAPTER 1

INTRODUCTION TO HRM

- 1.1 Introduction
- 1.2 Objectives of HRM
- 1.3 HRM : Functions & Objectives
- 1.4 Organisation of HRM Development
- 1.5 Personnel policies & Principles
 - 1.5.1 Policies
 - 1.5.2 Formulating policies
 - 1.5.3 Principles
- 1.6 Evolution of HRM

CHAPTER 2

TRAINING & DEVELOPMENT

- 2.1 Introduction
- 2.2 Nature of Training & Development
- 2.3 Inputs in Training & Development
 - 2.3.1 Skills
 - 2.3.2 Education
 - 2.3.3 Development
 - 2.3.4 Ethics
 - 2.3.5 Attitudinal changes
 - 2.3.6 Decision making & Problem solving skills
 - 2.3.7 Gaps in training
- 2.4 Importance of Training & Development

CHAPTER 3

PROCESS OF TRAINING & NEEDS ASSESSMENT

- 3.1 Introduction
- 3.2 Organizational Objectives & Strategies
- 3.3 Needs Assessment
- 3.4 Needs Assessment method
- 3.5 Analysis of Needs
- 3.6 Who should participate in needs assessment?

- 3.7 Methods used in Needs Assessment
 - Needs Assessment Analysis

CHAPTER 4

DESIGNING, IMPLEMENTATION & EVALUATION OF TRAINING PROGRAMME

- 4.1 Introduction
- 4.2 Training and Development Objectives
- 4.3 Designing Training and Development Programme
- 4.4 Methods and techniques of training
- 4.5 What should be the Level of Learning
- 4.6 Learning principles
- 4.7 Conduct of training
- 4.8 Implementation of the training programme
- 4.9 Evaluation of the programme
- 4.10 Training for International Assignment
- 4.11 Training and Development as source of Competitive Advantage
- 4.12 Benefits of employee training

CHAPTER 5

DESIGNING, IMPLEMENTATION & EVALUATION OF TRAINING PROGRAMME

- 5.1 Introduction
- 5.2 Training Strategies
- 5.3 Clarification of Technical Terms
- 5.4 Selecting appropriate training strategy
- 5.5 Basic Training Methods
- 5.6 Role of trainer
- 5.7 30 seconds rule
- 5.8 Butler rule
- 5.9 Interchange of Plenary meeting, Small group, Smallest group
- 5.10 Strategy of Trainers and Development
- 5.11 Training as Strategic tool
- 5.12 Training Strategy
- 5.13 Methods to improve decision making skills
- 5.14 Methods to improve Inter personal skills
- 5.15 Training in organizations

CHAPTER 6

USE OF TECHNOLOGY IN TRAINING & E- LEARNING

- 6.1 Introduction
- 6.2 Limitations with Traditional Instructional Methods
- 6.3 Distance Learning
- 6.4 CD-ROM and Interactive Multimedia
- 6.5 Automating Interpersonal skills training
- 6.6 Problem solving skills module
- 6.7 Web based Instruction
- 6.8 Intelligent Tutoring system
- 6.9 Virtual Reality Training