

CENTRAL UNIVERSITY OF JAMMU

HRM & OB

Teaching Plan

Course Name	Training and Development
Course Code	MHRM 402
Course objectives	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
Credit Hours	4
Lecture /Weeks	4
Semester	4 th
Course In Charge	Gowhar Rasool
Grading	Mid Term I 25% Continuous Assessment 25% End Semester 50%

Text Book(s)				
S.No	Title	Author	Edition	Publisher
1	Employee Training and Development	Noe A Raymond	4th	Tata McGraw Hill

Reference Books				
S.No	Title	Author	Edition	Publisher
1	The Theory & Practice of Training	London, Kogan & Page		
2	Training and Development	Goldstein, Ford	1st	Bizantra
3	Training in Organization	Goldstein, Ford	1st	Thomson

	Topic	No. of Hours per week	Suggested readings
Week1	Introduction to Strategic Training and Development(Role of Training in Organizational Growth)	2 hours	Chapter 1 (Raymond Noe 5e)
	Introduction to Objectives , Responsibility and Challenges of Training Managers	1 hour	Chapter 1 (Raymond Noe 5e)
	Roles and Responsibilities of a Trainer(Competence of Trainer)	1 hour	Chapter 1 (Raymond Noe 5e)
	Case/ Tutorial	1 hour	Nestle Case Study I
Week2	Roles and Responsibilities of a Trainer(Trainer's Style)	2 hours	Chapter 1 (Raymond Noe 5e)
	Introduction to Strategic Training and Development(Snapshot of Training practices)	1 hour	Chapter 2 (Raymond Noe 5e)
	Case/ Tutorial	2 hours	Zappos Competitive Advantage
Week3	Future Trends in Training	1 hour	General Reading (Hand outs)
	Problems in Training	2 hours	General Reading (Hand outs)
	Models of Organizing Training Department	1 hour	Chapter 2 (Raymond Noe 5e)
	Case/ Tutorial	1 hour	-----

Week4	Needs Assessment(Training Needs Assessment – Introduction)	2 hours	Chapter 3 (Raymond Noe 5e)
	Needs Assessment(Scope of Training Needs Assessment)	1 hour	Chapter 3 (Raymond Noe 5e)
	Case/ Tutorial	2 hours	Union Pacific Railroad Case
Week5	Needs Assessment(Importance of Training Needs Assessment)	1 hour	Chapter 3 (Raymond Noe 5e)
	Learning Theories	1 hour	Chapter 4 (Raymond Noe 5e)
	Reinforcement and Vrooms theory	1 hour	Chapter 4 (Raymond Noe 5e)
	Case/ Tutorial	2 hours	
Week6	Learning Process	2 hours	Chapter 4 (Raymond Noe 5e)
	Learning Principles	1 hour	Chapter 4 (Raymond Noe 5e)
	Case/ Tutorial	2 hours	
Week7	Program design(Design Theory)	2 hours	Chapter 4 (Raymond Noe 5e)
	Program design(Training design)	2 hours	Chapter 4 (Raymond Noe 5e)
	Case/ Tutorial	1 hour	RVA –NGO (Richard Ivey Case I)
Week8	Program design(Budgeting for Training)	2 hours	Chapter 4 (Raymond Noe 5e)
	Program design(Identification of Alternative Methods of Instructions)	1 hour	Chapter 4 (Raymond Noe 5e)
	Case/ Tutorial	2 hour	RVA –NGO (Richard Ivey Case II)
Week9	Program design(Considerations in Designing Effective Training Programs)	1 hour	Chapter 4 (Raymond Noe 5e)
	Program design(Factors Affecting the Training Design)	2 hour	Chapter 4 (Raymond Noe 5e)
	Implementation of Training (Problems in Implementation)	1 hour	Chapter 5(Raymond Noe 5e)
	Case/ Tutorial	2 hour	
Week10	Implementation of Training (Logistical Arrangements)	1 hour	Chapter 5 (Raymond Noe 5e)
	Implementation of Training (Physical Arrangements)	1 hours	Chapter 5 (Raymond Noe 5e)
	Implementation of Training(Tips for Effective Implementation)	1 Hour	Chapter 5 (Raymond Noe 5e)
	Case/ Tutorial	2 hours	
Week11	Training Methods & Modules (Team Training)	2 hours	Chapter 7 (Raymond Noe 5e)
	Training Methods& Modules (Diversity training)	1 hour	Chapter 7 (Raymond Noe 5e)

	Case/ Tutorial	2 hours	Role Play on Diversity Training
Week12	Training Methods & Modules (Computer Based Training Methodology)	1 hour	Chapter 8 (Raymond Noe 5e)
	Evaluation of Training(Reasons For Evaluating Training)	1 hour	Chapter 6 (Raymond Noe 5e)
	Evaluation of Training(Training Evaluation Process)	2 hours	Chapter 6 (Raymond Noe 5e)
	Case/ Tutorial	1 hour	Evaluating Training at BP
Week13	Evaluation of Training(Outcomes Used in The Evaluation of Training Programs)	1 hour	Chapter 6 (Raymond Noe 5e)
	Evaluation of Training(Evaluation Designs)	1 hour	Chapter 6 (Raymond Noe 5e)
	Evaluation of Training (Determining Return on Investment)	1 hour	Chapter 6 (Raymond Noe 5e)
	Case/ Tutorial	2 hours	Evaluating Training at BP
Week14	Employee Development and Career Management)	1 hour	Chapter 9 (Raymond Noe 5e)
	Model of Career Development	1 hour	Chapter 11(Raymond Noe 5e)
	Employee Development and Career Management(Importance of Management Development)	1 hour	Chapter 9 (Raymond Noe 5e)
	Case/ Tutorial	2 hour	Leadership Dev @ Goldman Sachs
Week15	Employee Development and Career Management(Approaches to Employee Development)	4hours	Chapter 9 (Raymond Noe 5e)
	Case/ Tutorial	1 hour	
	Contemporary Issues Training and Development(Use of New Technologies for Training Delivery)	2hour	Chapter 13 (Raymond Noe 5e)
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	Case/ Tutorial	1 hour	Outsourcing Training
Week17	Spill Over	2 hour	Handouts
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	Case/ Tutorial	1 hour	