



PAPER- 302 TRAINING AND DEVELOPMENT

UNIT - I

Training and Development: Concept of Training and Development, difference between Training and Development (Traditional Thought), Training for Development, Training for Transformation and Training for Sustainable Development (Modern Thoughts) An Exposure to Learning and Androgogy.

UNIT - II

Training Need Analysis: Training Strategy, TNA at Organizational, Departmental and Individual Level, Role of External Agencies in TNA.

UNIT - III

Training Method and Curriculum: On the Job and Off the Job training Methods, Individual and Participatory Methods, Traditional and Modern Methods of Training and Development Aids.

Curriculum: Meaning, Curriculum design and Development.

UNIT - IV

Training Environment: Nurturing Environment for training and Development, Necessary Infrastructure, In-House and External training, Training Effectiveness Dimensions.

UNIT - V

Training Evaluation: Evaluation of Training and Development needs and Objectives, Methods of Evaluation, Problems in Training and Development evaluation, Emerging Trends in Training and Development.

Suggested Reading:

- Prior, John. Handbook of Training and Development, Jaico Publishing House, Bombay.
- Tin Clove, Steve. Handbook of Training and Development, Blackwell Business.
- Warren, MW Training for Results, Massachusetts, Addison Wesley.
- Craig, Robert, L., Training and Development Handbook, New York, McGraw Hill.
- Kenny, John. Bennelly and Margaret A. Reid Manpower Training and Development, London, Institute of Personnel Management.
- Jack, J. Phillip, Handbook OF Training Evaluation and Measurement Methods, Houston.
- Dayal, Ishwar, Management Training in Organizations, New Delhi, PHI