Subject: TRAINING & DEVELOPMENT

Course Code: HRM506
Semester: 5th
Credit hours: 3
Course duration: 16-18
Teaching hours: 48-54

Week 01:
- Introduction:
  - What is HRD?
  - Importance of HRD
  - Training and development

Week 02:
- Types of training:
  - On the job training
  - Off the job training
  - Training of trainer

Week 03:
- Learning:
  - Effective learning
  - Learning theories

Week 04:
- Instructional design system:
  - What is ISD?
  - System and processes
  - Training system
  - The ISD model

Week 05:
- Analysis:
  - The analysis phase
  - Analyze the system
  - Compile task inventory
  - Select and analyze task

Week 06:
- Building performance measures
- Choose instructional settings
- Estimate training costs

Week 07:
- Design:
  - Developing objectives
  - Learning steps
  - List of entry behaviors
  - Sequence & structure

Week 08:
- Development:
  - List learner activity
  - The learning process
  - Choose delivery system
  - Review existing material

- Develop the instructions synthesis

Week 09:
- Implementation:
  - Management plan
  - Contingency planning
  - Conduct training
  - The area of science of training

Week 10:
- Evaluate:
  - Internal evolution
  - External evaluation
  - Reverse system

Week 11:
- Practical exercise:
  - Group formation
  - Selection of target population
  - General assessment

Week 12:
- Sample selection
- Develop need assassination

Week 13:
- Field report presentation
- Selection of topic
- Action plan development

Week (14,15,16):
- Design training
- Develop training objective
- Develop session plan
- Develop registration form
- Develop check list
- Announce training
- Develop evaluation form
- Follow up the participant
- Develop manual folders & reference material
- Develop name tags & other arrangement Conduct training

Text book:
Employee Training & Development by Raymond A. NOE, 2nd Edition