Uka Tarsadia University

B.B.A.

Training and Development (030030611)

6th Semester

Effective from January-2014

Uka Tarsadia University

Training and Development (030030611)

BBA (Sem.-6) Syllabus, effective from January -2014

Course Objective and Outcome: To make the students understand the basic principles, areas and methods of training currently in use in the corporate circle.

Total Hours: 52   **[4 hrs. per week]**

Unit-1 Training and Analysis of Training Needs   **[Weightage 25%]**

    1.1. Training: Role and Relevance

    1.2. Definition of Training

    1.3. Training and Development

    1.4. Beneficiaries of Training

    1.5. Problems of Training

    1.6. Role and Responsibilities of Training

    1.7. Organizational Analysis: Task Analysis, Person Analysis, Requirements Analysis

    1.8. Methods through which Training Needs are Identified

    1.9. Significance of Training Needs Analysis

    1.10. Training Needs Assessment Process

    1.11. Approach of Training Needs Analysis: Proactive and Reactive

Unit-2 Training Design and Methods   **[Weightage 25%]**

    2.1. Important Considerations while Designing a Training Programme

    2.2. Constraints in the Design

    2.3. Organizational/Environmental Constraints

    2.4. Types of Costs involved in Training Programmes

    2.5. Developing Objectives

    2.6. Types of Training Objectives

    2.7. Training Method: Definition and Classification

    2.8. Important Training Methods

        2.8.1. Lecture or Presentation

        2.8.2. Group Discussion

        2.8.3. Case Study Method

        2.8.4. Role Play Method

        2.8.5. Management Game Method

        2.8.6. In-Basket Exercise Method

        2.8.7. Conference Method

2.8.8. Seminar Method

2.8.9. Sensitive Training Method

2.8.10. Outbound Training Method

2.8.11. Computer Based Training Method

2.8.12. Satellite Based Training Method

2.8.13. Field Trip Method of Training

Unit-3 Learning and Training Process   [Weightage 25%]

3.1. Definition and Principles of Learning

3.2. Components of Learning Process

3.3. Elements of Learning Process

3.4. Kolb's Learning Cycle

3.5. Feedback: Meaning and Functions

3.6. Making Effective Feedback

3.7. Principles of Successful Feedback System in Training

3.8. Designing the Training Programme

3.9. Key Factors in Designing and Development of a Programme

3.10. Important considerations while Designing the Training Programme

3.11. Training Implementation

3.12. Training Policy and Plan

Unit-4 Trainer's Skills and Evaluation of Training   [Weightage 25%]

4.1. Competence of Trainer

4.2. Communication Skills of Trainer

4.3. Question Skills

4.4. Body Language and Gestures

4.5. Handling Difficult Situations

4.6. Humour

4.7. Strategies for using Humour

4.8. Do's and Don'ts for Trainers

4.9. Definition, Rationale and Needs of Training Evaluation

4.10. Principles, Objectives and Criteria of Training Evaluation

4.11. Approaches

4.12. Resistance to Evaluation and Ways to Overcome them

4.13. Types of Evaluation Instruments

Text Book:

1. Dr. B. Janakiran. "*Training and Development"*. New Delhi: Biztantra Publishing Company.