

TRAINING AND DEVELOPMENT



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Description

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TRAINING AND DEVELOPMENT

UNIT: I

Training: Definition-Meaning - Purpose-Objectives-Functions and benefits of Training, Concepts of Education, Training and Development, Performance appraisal and Training needs.

UNIT: II

Training Strategy: Steps in Training Design-Modular approach to program design. Training Methods and Techniques: Factors in the selection of Training Methods-Training Methods. Trainer and Training Styles: Trainers Roles, Personality and Behavior, Attributes of Training Program. Trainer's Styles.

UNIT: III

Evaluation of Training Program: Objectives, Purpose, Criteria, Process, approaches of Training Evaluation - Reasons contributing to Training Evaluation Failures, Evaluation of Training program and Return on Investment - Criteria for measuring Training Success.

UNIT: IV

Training and Development Effectiveness: Factors for effective training - Evaluation of Impact of Training Program-measurement of Trainee behavior before and after training program-steps to maximize the effectiveness of trainee. Training and System Design: Task of training system - dynamics of developing training system-training environment-action research for training.

UNIT: V

Management development program: concept - process-Organizing and implementing management development programs and Executive Development programs - Methods and evaluation of management development and executive development programs-Pre-requisites to effective management development program - Emerging trends in training and development: Computer assisted Training (CAT) - Computer Based Training (CBT)-Technology based training (TBT) - Multimedia Training - E-Learning/Online Learning

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