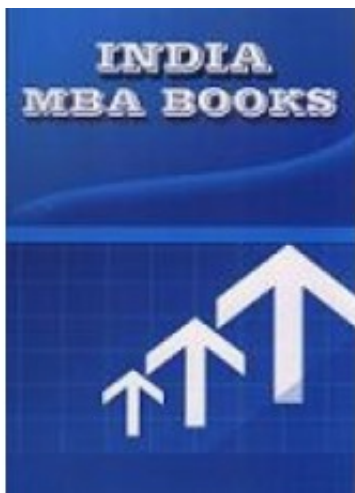


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Description

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PREVIEW OF CHAPTERS SYLLABUS

TRAINING AND DEVELOPMENT SYSTEM

Description

- 1. Training & Development: Scope, objectives, beneficiaries, forces influencing working and learning, snapshot of training practices, problems & future trends in training.**
- 2. Strategic Training: Evolution of training role, strategic training and development process, organisational factors influencing training, training needs in different strategies, models of organising training department, outsourcing training.**
- 3. Needs Assessment: Importance, scope, methods and techniques of training need assessment, training need assessment process organizational and operational analysis.**
- 4. Training Design: Factors affecting training design, budgeting for training, types of cost involved in training programs, design theory, outcomes of design, identification of alternative methods of instructions, considerations in designing effective training programs, training implementation (Logistical arrangements, physical arrangements, tips for effective implementation)**
- 5. Learning: learning theories, learning process, instructional emphasis for learning outcomes, designing effective training programs, feedback, making feedback effective.**
- 6. Training Methods & Trainer's Style: types of training, training methods (presentation methods, hands on methods, group building methods), choosing a training method, competence of trainer, trainer's skills, trainer's styles, trainer grid, trainer's roles, do's and don'ts for trainers.**
- 7. Training Evaluation: Factors influencing transfer of learning, reasons for evaluating training, evaluation process, determining outcomes, evaluation techniques, models of training evaluation, training audit.**
- 8. E-Learning and use of Technology in Training: Technology and multimedia, computer based training, developing effective online learning, blended learning,**

simulations, mobile technology and training methods, intelligent tutoring systems, technologies for training administration, learning management systems

9. Management Development: Need, importance, Training for executive level management, approaches, development planning process, company strategies for providing development,

10. Contemporary Issues Training and Development: Training issues resulting from external environment & internal need of the company, dual career paths, career plateau, coping with career breaks, balancing work and life, increased use of new technology for training

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