

Training and Development SOLVED NOTES EBOOK CHAPTERWISE



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Short Description

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Description

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Edition Description: 2018-19

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RATING OF EBOOK: EXCELLENT DOWNLOAD IN FEW HOURS

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PREVIEW OF CHAPTERS SYLLABUS

Training and Development

Unit - I

Job analysis – manpower planning – at the start of the business and as ongoing process – performance appraisal – standards, methods, errors

Unit - II

Learning Objectives – domains of learning – methods of learning – importance of teaching techniques – instruction technology – instructor behavior – attention versus involvement

Unit - III

Need for Training and Development – Role of Development officers – administrators, consultants, designers and instructors – determining training needs – potential macro needs – usefulness of training – development of competency-based training programs – Evaluation of training programs

Unit - IV

Methods of training – on the job training – off the job training – choosing optimum method – the lecture – field trips – panel discussion – behavior modeling – interactive demonstrations – brain storming – case studies – action mazes, incident process, in-baskets, team tasks, buzz-groups and syndicates, agenda setting, role-plays-reverse role plays, rotational role plays, finding metaphors, simulations, business games, clinics, critical incidents, fish bowls, T-groups, data gathering, grouping methods, transactional analysis, exception analysis.

Unit - V

Need for development – differences between training and development – management development program – career development program – counseling evaluation of programs – job evaluation – methods and techniques.

Details

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