



# Indraprastha College for Women

## University of Delhi

<b>Course Name:</b>	B.A ( P )
<b>Paper Title:</b>	Training and development
<b>Unique Paper Code:</b>	-
<b>Semester:</b>	V
<b>Faculty(s):</b>	Dr. Abha Rani
<b>Year:</b>	2024

<b>Work Plan</b>			
Period	Unit No.	Learning Objective	Topics to be Covered
1 <sup>st</sup> Aug -3 <sup>rd</sup> Aug	1	Introduction	Concepts and rationale of training and development
5 <sup>th</sup> Aug-10 <sup>th</sup> Aug	1	Introduction	Overview of training and development systems; training and development policies; difference between training and development, linking training and development to company's strategy
12 <sup>th</sup> Aug-17 <sup>th</sup> Aug	1	Introduction	Requisites of effective training and development programme
19 <sup>th</sup> Aug-24 <sup>th</sup> Aug	2	Learning and Training Need Analysis (TNA)	Logic and process of learning; principles of learning
26 <sup>th</sup> Aug-31 <sup>st</sup> Aug	2	Learning and Training Need Analysis (TNA)	Individual differences in learning, learning process, learning management system
2 <sup>nd</sup> Sep-7 <sup>th</sup> Sep	2	Learning and Training Need Analysis (TNA)	Meaning and purpose of TNA, TNA at different levels, approaches for TNA, output of TNA, methods used in TNA
9 <sup>th</sup> Sep-14 <sup>th</sup> Sep	3	Designing Training & Development Programme	Organisation of training and development programmes, training design
16 <sup>th</sup> Sep-21 <sup>st</sup> Sep	3	Designing Training & Development Programme	kinds of training and development programme-competence based and role-

			based training; orientation and socialization of new employees, diversity training
23 <sup>rd</sup> Sep-28 <sup>th</sup> Sep	3	Designing Training & Development Programme	E-learning environment; flexible learning modules; self development; training process outsourcing.
30 <sup>th</sup> Sep-5 <sup>th</sup> Oct	4	Training and Development Methodologies	Training and Development Methodologies:-On the job and off the job training methods; apprenticeship training, informal learning, lectures and seminars using digital technologies
7 <sup>th</sup> Oct-12 <sup>th</sup> Oct	4	Training and Development Methodologies	Behaviour modelling, vestibule training, e-learning, simulation employee training, group discussion and activities
14 <sup>th</sup> Oct-19 <sup>th</sup> Oct	4	Training and Development Methodologies	On the job and off the job development methods:- coaching/under study, experience learning, brainstorming, simulation
21 <sup>st</sup> Oct-26 <sup>th</sup> Oct	4	Training and Development Methodologies	Counselling, e-learning, knowledge based learning, experiential learning, case studies, position rotation, and sensitivity training
28 <sup>th</sup> Oct-2 <sup>nd</sup> Nov			MID SEMESTER BREAK
4 <sup>th</sup> Nov-9 <sup>th</sup> Nov	5	Evaluation of Training and Development	Reasons for evaluating training and development programmes
11 <sup>th</sup> Nov-16 <sup>th</sup> Nov	5	Evaluation of Training and Development	Problems in evaluation; evaluation planning, obtaining feedback of trainees;
18 <sup>th</sup> Nov-23 <sup>rd</sup> Nov	5	Evaluation of Training and Development	Evaluating of training and development and its impact on organisational performance.
25 <sup>th</sup> Nov-27 <sup>th</sup> Nov		Revision	
28 <sup>th</sup> Nov			DISBERSAL OF CLASSES

Unit	TOPICS
I	Introduction Concepts and rationale of training and development; overview of training and development systems; training and development policies; difference between training and development, linking training and development to company's strategy; requisites of effective training and development programme.
II	Learning and Training Need Analysis (TNA) Logic and process of learning; principles of learning; individual differences in learning, learning process, learning management system; Meaning and purpose of TNA, TNA at different levels, approaches for TNA, output of TNA, methods used in TNA.
III	Designing Training & Development Programme Organisation of training and development programmes, training design, kinds of training and development programme-competence based and role-based training; orientation and socialization of new employees, diversity training, e-learning environment; flexible learning modules; self development; training process outsourcing.
IV	Training and Development Methodologies Training and Development Methodologies:-On the job and off the job training methods; apprenticeship training, informal learning, lectures and seminars using digital technologies, behaviour modeling, vestibule training, e-learning, simulation employee training, group discussion and activities; On the job and off the job development methods:- coaching/under study, experience learning, brainstorming, simulation, counselling, e-learning, knowledge based learning, experiential learning, case studies, position rotation, and sensitivity training.
V	Evaluation of Training and Development Reasons for evaluating training and development programmes, problems in evaluation; evaluation planning, obtaining feedback of trainees; evaluating of training and development and its impact on organisational performance.
S.No.	Name of Authors/Books/Publishers
1.	Noe, R. A., & Kodwani, A. D. (2018). Employee Training and Development, 7th Edition. New York: McGraw Hill Education
2.	Prior, J. (1991). Handbook of Training and Development. Mumbai: Jaico Publishing House.
3.	Sharma, D., & Kaushik, S. (2019). Training & Development. New Delhi: JSR Publishing House.
4.	Lynton, R. P., & Pareek, U. (2011). Training for Development. New Delhi: SAGE India