

SD COLLEGE HOSHIARPUR
DEPARTMENT OF COMMERCE
LECTURE PLAN

Class	B.COM (SEMESTER-6)
Subject name and code	BCH 609: TRAINING & DEVELOPMENT
Max. Marks and duration of exam.	100 (Theory:80, Internal Assessment:20) and 3 hours
Duration of lecture	45 minutes per day
No. of lectures delivered per week	3 lectures
Submitted by	Ms Sahiba Jain, Department of Commerce

COURSE OBJECTIVE: This Course aims at educating students regarding the concept of training and development in an organization.

COURSE OUTLINE:

UNIT-I

Topics	Content	Methods and Techniques	Resource and links
Introduction to Training Concept	Definition, Meaning, Need For Training, Importance of Training, Objectives Of Training, Process Of Training: Steps In Training	Class room teaching with example PowerPoint Presentations Case studies Google class	1. Prior, John, Handbook of Training and Development, Jaico Publishing House, Bombay. 2. Noe, Raymond A., and Amitabh Deo Kodwani, Employee Training and Development, Tata McGraw Hill. 3. Blanchard, P. N. & Thacker, W.J. (1998). Effective Training: Systems, Strategies and Practices. Prentice Hall, New Jersey.

			<p>4. Raymond Noe, A. (2005). "Employees Training and Development", McGraw Hill Publication.</p> <p>5. Bhatia, S.K "Training And Development".</p>
Concept of Training Need	<p>Identification of Training Need, Methods of Training and Techniques of Training, On the Job, Off the Job, Lecture, Role Play , Case Study, Vestibule Training, Simulation Techniques, in Basket Exercise, Syndicate Method, T-Group Training, Psychological Lab, Business Game, Activity Based Training Programme Instruction Training, Choosing the Right Training Techniques.</p>		<p>INTERNET WEBSITES www.slideshare.in www.scribd.com www.managementparadise.com</p>

UNIT - II

Topics	Content	Methods and Techniques	Resource and links
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Evaluation of Training and Development Effectiveness	Reasons for Evaluating Training and Development Programs, Problems in Evaluation; Methods of Evaluating Effectiveness of Training Efforts.	Class room teaching with example PowerPoint Presentations Case studies Google class	
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Question Bank

Short answer type questions:

Q. 1 Read the following statements and categorize them either false or true. No need of rewriting the whole statement on your answer sheet. Just write “False” or “True”.

- a. Training and development have the same dimensions.
- b. Training is imparted only to enhance the image of an organizational.
- c. There is no difference between on-the-job training and off-the-job training.
- d. Training and development have the same goals, but different methods.
- e. Kirkpatrick’s evaluation framework has five stages.
- f. Needs assessment is primarily designed to find out what are the needs of employees.
- g. Well-written training objectives have no relationship with the success of training programs.
- h. The pretest posttest design is the one used most frequently to evaluate training effectiveness.
- i. Job rotation is an example of off-the-job training.
- j. Expenses on training are only incurred because it is the demand of employees.
- k. High ratio of turnover reflects an organization’s search for best employees.
- l. Investment in training and development is a wise policy of an organization.
- m. Laboratory training offers an excellent opportunity for transference.
- n. Training is a mean to an end, and not an end in itself.

Long answer type questions:

Q. 2 What do you understand about employee development? Discuss common approaches for employee development

Q. 3 What is need assessment and why it is essential in making decision on training and development? Elaborate.

Q. 4 If an organization wants to develop its workforce, it needs frequency of on the job and off the job training. Elaborate

Q. 5 The choice of a trainer for any training program is very critical. Elaborate.

Q. 6 What do you understand by the concept of learning organization? Explain.

Q. 7 What is public service management? How it is different from corporate management?

Q. 8 Write short notes on any two of the following: a) Performance Evaluation b) Self-Development c) Training transfer