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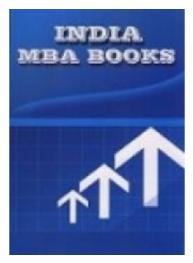
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MANAGEMENT OF TRAINING AND DEVELOPMENT

Unit -1 Concepts of training, comparison between training and development, concept of skill up gradation different aspects of trainings Concept of learning, techniques of learning, adult learns principles and pedagogy, designing a learning environment

Unit-2 Concept of training need; 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

Unit-3 Training aids; different type of training aids choosing the appropriate training aids Training module; concept, dimension and designing an appropriate training module.

Unit-4 Administrative procedure for training; Training file, need assessment form, feedback form, format for request letter for trainers and trainees, there certificate of participation and learning diary Training Calendar, Training Policy

Unit-5 Evaluation of Training effectiveness, assessment criteria