

SYLLABUS

PANJAB UNIVERSITY, CHANDIGARH

B.Com., Honours (Management Science) 6th Semester

BCH 609 : TRAINING & DEVELOPMENT

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

UNIT-I

Introduction to Training Concept : Definition, Meaning, Need for Training, Importance of Training, Objectives of Training, Process of Training, Steps in Training.

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-II

Designing Training and Development Programs : Organisation of Training and Development Programs, Training Design, Kinds of Training and Development Programs—Competence Based and Role Based Training ; Orientation and Socialization.

Evaluation of Training and Development Effectiveness : Reasons for Evaluating Training and Development Programs, Problems in Evaluation ; Methods of Evaluating Effectiveness of Training Efforts.