SYMBIOSIS COLLEGE OF ARTS & COMMERCE

An Autonomous College | Under Savitribai Phule Pune University
Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

COURSE TITLE	Organizational Capacity Building Through Training and Development

Course Learning Outcomes:

1. To identify the issues and challenges in Training in an organization.
2. To understand fundamental concepts of HRD.
3. To assess training effectiveness in organisation through training needs identification to evaluation process.
4. To develop an understanding about various initiatives like Coaching, Mentoring & Counselling and development programs.

Gist of this course in maximum 3 to 4 lines	The course provides an in-depth understanding of various concepts related to the Training that are practiced in organizations. It focuses on the study of various related issues in order to optimize human and organizational growth and effectiveness.

Detailed syllabus

Unit	CONTENTS OF THE COURSE	No. of Lectures
1.	**Introduction to Human Resource Development** 1.1 Definition, Objectives, Scope, Importance and features of HRD 1.2 Concepts of training, development and education 1.3 The 'Campus to Corporate' programme (from degree to corporate readiness)	10
2.	**Pre-Training activities** 2.1 Training policies, Objectives, Role of training 2.2 Pre-training activities - Training budget 2.3 Designing training calendar 2.4 Establishing training objectives 2.5 Training Need Analysis (TNA) 2.6 Developing training modules.	14
3.	**Design and delivery of Training** 3.1 Training design 3.2 Barriers to effective training 3.3 Qualities of good trainers **3.4** Executing training inputs through on the job and off the job training methods.	10

4.	**Evaluation of Training** 4.1 Need of training evaluation and Principles of evaluation 4.2 Process of evaluation **4.3** Training evaluation models – Kirkpatrick's, Cost Benefit Analysis (CBA), Return on Investment (ROI).	**10**
5.	**Allied concepts in training** 5.1 The concepts of Coaching, Mentoring, Counseling and Management development 5.2 Training audit 5.3 Learning organizations 5.4 Transfer of learning.	**10**
	Total Number of Lectures	**54**

Suggested Reference Books:

1. Raymond Noe ,Employee Training and Development , Mc Graw Hill Publication
2. SubbaRao, P. (2014). Human Resource Development (2nded.).Bengaluru, India: Himalaya.
3. Haldar, U.K. (2013). Human Resource Development (1sted.).New Delhi, India: Oxford University Press.
4. Gupta, S.K., & Joshi, R. (2013).Human Resource Development (3rded.).Bengaluru, India: Kalyani.