ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

IV SEMESTER **B.B.A**  TIME:5HRS/WEEK

BBA 4103(4)  **TRAINING AND DEVELOPMENT** MARKS:100

Wef 20-21 admitted batch- “20AH” **SYLLABUS**

**OBJECTIVES:**

1. To understand the concept and significance of Training
2. To describe the various steps involved in Training programs
3. To acquire knowledge on training, coaching and counselling methods
4. To learn the purpose and objectives of management of development.

**LEARNING OUTCOMES:** Students will be able to

CO1: Identify and develop the concepts of Training and Development

CO2: learn various steps and policies in conducting training programs

CO3: Outline the sources and techniques involved in training methods

CO4: Describe components of development programs

CO5: Conduct management games and prepare Special project reports on Training and Development

**UNIT-I:** Meaning and Definition Need for Training Importance of Thinking Objectives of Training Responsibility for Training (Case Studies)

**UNIT-II:** Steps in Training Programs, Training Policy, Training courses, support material for

Training, Training period, Training for Different employees, principles of learning (Case Studies)

**UNIT-III:** Training methods: On the Job: Vestibule Training, Training by Experience Workman, Training by Supervisors, Demonstrations and examples, Simulation, Apprenticeship.

**Off the Job**: Lecturers Conference method, Seminar or Team Discussion, Case Studies, Role playing. Programmed instruction, T-Group training. Audio-visual aids, Retraining (Case Studies)

**UNIT-IV:** Development: Importance of Development- Management Development, Purpose and objectives of Development, Stages in development programs, Components of development program, Factors inhibiting Development (Case Studies)

**UNIT-V:**Coaching and Counselling Methods, Management syndicate, Incident process, In-Basket, Sensitivity counselling, Special Projects Committee assignments conferences, Management games (Case Studies)

**REFERENCES:**

1. P Subba Rao, VSP Rao,Human Resource Management, Konark Publishing Houses, Mumbai, 2013
2. SubasGurg and SC Jain, Managing Human Resource, Arihant Publications Jaipur, 2nd edition
3. Bearddwell & LenHoldmen, Human Resource Management, Macmillan Publisher.4th edition(2007) \*\* \*\* \*\*