

NO.	TITLE		
1.	Subject	<b>Training and Development</b>	
2.	Subject Code	DHRM 505	
3.	Status	Major	
4.	Credit Hours	3	
5.	Semester	Semester 5, Year 2	
6.	Objectives	<ul style="list-style-type: none"> <li>• To enable the students to understand the various aspects of Human Resource Development, particularly on the area of training and development and to provide students with an understanding of the various competitive challenges that organisations face and how strategic training can help to deal with these challenges.</li> <li>• To ensure an understanding on the different stages in the training process and the various training methods that can be adopted by organisations.</li> </ul>	
7.	Learning Outcome	<p>At the end of the lesson, the students will be able:</p> <ul style="list-style-type: none"> <li>- to understand the various aspects of the HRD field</li> <li>- identify the strategic role of training</li> <li>- outline the steps in the training process</li> <li>- explain the various methods of training</li> <li>- to understand the various new technologies in training</li> <li>- discuss the role of employee development in organisation</li> <li>- explain careers management and its challenges</li> </ul> <p>discuss the current issues and challenges of training in organisations today.</p>	
8.	Synopsis	<p>This unit covers the various crucial aspects in the field of human resource development with important gives to the aspects of training and development in an organisation. This course includes the vital parts in the training and development field such as the training process, important of training and various related issues that need to be dealt with. The usage of various new technologies into training process is also discussed. Furthermore, the role of employee development in organisations these days, which is gaining important, is also emphasised.</p>	
9.	Syllabus and Contact Hours	Syllabus	Contact Hours
		<b>1. Historical Overview of Staff Training</b> <ul style="list-style-type: none"> <li>- Development of employee skilfulness</li> <li>- Focus on employee satisfaction and advice</li> <li>- Case study</li> </ul>	4

	<p><b>2. Strategic Training</b></p> <ul style="list-style-type: none"> <li>- Manager's work roles</li> <li>- Organisational characteristics that influence training</li> <li>- Models of organising the training department</li> <li>- Case study</li> </ul>	4
	<p><b>3. Needs Assessment</b></p> <ul style="list-style-type: none"> <li>- Who should participate in needs assessment?</li> <li>- Methods used in needs assessment</li> <li>- The needs assessment process</li> <li>- Competency models</li> <li>- Case study</li> </ul>	4
	<p><b>4. Learning Theories</b></p> <ul style="list-style-type: none"> <li>- What is learning?</li> <li>- Learning theories: <ul style="list-style-type: none"> <li>- Reinforcement theories</li> <li>- Social learning theories</li> <li>- Goal setting theories</li> </ul> </li> <li>- Need theories</li> <li>- Case study</li> </ul>	4
	<p><b>5. Transfer of Training</b></p> <ul style="list-style-type: none"> <li>- Training design</li> <li>- Work environment characteristics</li> <li>- Influencing transfer of training</li> <li>- Creating a positive work environment for transfer: the learning organisation</li> <li>- Case study</li> </ul>	4
	<p><b>6. Training Evaluation</b></p> <ul style="list-style-type: none"> <li>- Reasons for evaluating training</li> <li>- Overview of the evaluation process</li> <li>- Evaluation practices</li> </ul>	3
	<p><b>7. Training Traditional Methods</b></p> <ul style="list-style-type: none"> <li>- Presentation methods</li> <li>- Hands-on methods</li> <li>- Group building methods</li> <li>- Choosing a training method</li> </ul>	4
	<p><b>8. New Technologies in Training</b></p> <ul style="list-style-type: none"> <li>- How are new technologies influencing training</li> <li>- Technologies for training support</li> <li>- Technologies for training administration</li> </ul>	4
	<p><b>9. Employee Development</b></p> <ul style="list-style-type: none"> <li>- Approaches to Employee Development</li> <li>- The development planning process</li> </ul>	3

		<b>10. Special Issues in Training Employee Development</b> <ul style="list-style-type: none"> <li>- Training issues resulting from the external environment</li> <li>- Managing workforce diversity</li> <li>- Training issues related to internal needs of the company</li> </ul>	4
		<b>11. The Future of Training and Development</b> <ul style="list-style-type: none"> <li>- New technologies will increase in popularity for training delivery</li> <li>- Virtual training organisation</li> <li>- Determining of charge is necessary: <ul style="list-style-type: none"> <li>- Benchmarking</li> </ul> </li> <li>- Reengineering process</li> </ul>	4
		<b>TOTAL</b>	<b>42</b>
10.	Main Reference	Noe, R. A. (2000). <i>Employee Training and Development</i> . McGraw Hill International Editions.	
11.	Additional Reference	Walton, J. (1999). <i>Strategic Human Resource Development</i> . London: Financial Times Prentice Hall.  Wilson, J. P. (2001). <i>Human Resource Development: Learning &amp; Training for Individuals and Organisations</i> . London: Kogan Page.	