

BBA III Year	BBA-E518/618		Semester-V/VI		
	Training And Development				
Time Allotted for End Semester Examination	Marks Allotted for Internal Assessment	Marks Allotted for End Semester Examination (ESE)	Maximum Marks (MM)	Total Credits	Maximum Hours
3 Hrs.	30 (20+10)	70	100	06	60

OBJECTIVE: To familiarize the students with the concept and practice of training and development in the modern organizational setting.

- Organization vision & plans, assessment of training needs, setting training objectives, designing training programmes, Spiral model of training. **(12 Hours)**
- Tasks of the training function: Building support, overall training capacity, developing materials, strategic planning, networking, designing training programmes. **(12 Hours)**
- Training methods: On the job training, job instruction training, apprenticeship, coaching, job rotation, syndicate method, knowledge based methods, lecture, conferences, programmed learning, simulation methods, case study, vestibule training, laboratory training, in-basket exercise, experiential methods, and sensitivity training, e-training. **(12 Hours)**
- Management Development Programme Methods:-Understudy, Coaching, Action Learning, Role Play, Management Games, Seminars, University related programmes, special projects, behavioural modelling, job rotation, case study, multiple management, sensitivity training. Post training: Training evaluation, Training impact on individuals and organizations, Evaluating Programmes, Participants, Objectives. **(12Hours)**
- Organisational Development (OD): Definition Foundations of OD, Managing the OD Process, Action Research and OD. OD Interventions: Overview of OD Interventions, Team Interventions Inter-group and Third-Party Peace-making Interventions. Comprehensive OD Interventions, Structural Interventions and the Applicability of OD, Training Experiences. Issues in Consultant –Client Relationships, System Ramifications, Power, Politics and OD **(12 Hours)**

SUGGESTED READINGS:

1. Bhatia S.K. (2004). *Training & Development*. Ludhiana: Deep & Deep Publishers.
2. Blanchard P.N. & Thacker J.(2009).*Effective Training, Systems, Strategies and Practices*. New Delhi: Pearson.
3. French, W., Bell, C. &Vohra ,V. (2006).*Organisation Development, Behavioral ScienceInterventions for Organisation Improvement*. New Delhi: Prentice Hall.
4. Pareek ,U. (2000).*Training Instruments for HRD and OD*. New Delhi: TMH.

NOTE: The list of cases, specific references and books including recent articles will be announced in the class by concerned teachers from time to time.