

BBA III/IV Year	BBA-E126		Semester-V/VI/VII/VIII		
	Training and Development				
Time Allotted for End Semester Examination	Marks Allotted for Internal Assessment	Marks Allotted for End Term Examination(ESE)	Maximum Marks (MM)	Total Credits	Maximum Hours
3 Hrs.	30(20+10)	70	100	04	40

	Course Outcomes:	Mapped Program Outcomes
CO.1	Assessment Organizational needs and objectives.	PO1, PO2, PO4
CO.2	Designing of Training programmes.	PO3, PO5, PO7
CO.3	Discover training methods.	PO3, PO4, PO6
CO.4	Develop Management Development Programme methods.	PO1, PO2, PO4, PO5
CO.5	Discuss Organizational Development process.	PO6, PO8

- Organization vision & plans, assessment of training needs, setting training objectives, designing training programmes, Spiral model of training, designing training programmes. **(8 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. **(12 Hours)**
- 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, Power, Politics and OD. **(8 Hours)**

SUGGESTED READINGS:

1. Asumpha J. Antonette (2020). *A book on training and development games and activities for trainers*:Notion Press.
2. Stanley C. Ross (2018). *Training and Development in Organizations*. Taylor & Francis Ltd.
3. Raymond. N. (2017). 4th Edition. *Employee Training and Development*: Irwin/McGraw Hill
4. William E.Blank (1982), *Handbook For Developing Competency-Based Training Programmes*, Prentice-Hall, New Jersey
5. David A.DeCenzo & Stephen P.Robbins (2016). *Fundamentals Of Human Resource Management* : John Wiley & Sons.
6. Saini A. K. & Pathak K. S. (2019). *Gullybaba. MS-02*: Gullybaba Publishing.



7. AshwaThapa K (2017). *Human Resource Management*: Himalaya Publishing House.
8. Raymond A Noe, (2018). *Training, E. Development* McGrawHill Publication.
9. Bhattacharyya, D. K. (2015). *Training and Development: Theories and Applications*. Sage Publications Pvt. Limited.

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.

