



QURTUBA UNIVERSITY

Of Science and Information Technology

D.I Khan, Peshawar Khyber Pakhtunkhwa, Pakistan.

Course Name	TRAINING & DEVELOPMENT
Course Code	HRM311
Semester	7th
Credit Hours	03
Total Weeks	16/18
Total Hours	48/54
Total Marks	100
Pre-requisite	None

Course objectives

Learning objectives specify the new knowledge, skills and abilities that a learner should accomplish from undertaking a learning experience, such as a course, webinar, and self-study or group activity. Achievement of all of the learning objectives should result in accomplishing all of the overall training goals of the training and development experience. The training and development department has a simple target. It has to ensure that all employees know the basics required to conduct the job efficiently and smoothly. Most training and development departments do not focus on the leadership development programs or talent development because the specialized small unit takes care of them.

Grading Criteria

Distribution	Weight
Quizzes, Assignments, and class participation	10
Mid Term	20
Final Term	70
Total	100

Recommended Book:

Employee Training and Development by Raymond A-Noe

WEEK WISE BREAKDOWN

Week	Description
1	<ul style="list-style-type: none"> Introduction:

	<ul style="list-style-type: none"> • What is HRD? • Importance of HRD • Training and development
2	<ul style="list-style-type: none"> • Types of training: • On the job training • Off the job training • Training of trainer
3	<ul style="list-style-type: none"> • Learning: • Effective learning • Learning theories
4	<ul style="list-style-type: none"> • Instructional design system: • What is ISD? • System and processes • Training system • The ISD model
5	<ul style="list-style-type: none"> • Analysis: • The analysis phase • Analyze the system • Compile task inventory • Select and analyze task
6	<ul style="list-style-type: none"> • Building performance measures • Choose instructional settings • Estimate training costs
7	<ul style="list-style-type: none"> • Design: • Developing objectives • Learning steps • List of entry behaviors • Sequence & structure
8	<ul style="list-style-type: none"> • Development: • List learner activity • The learning process • Choose delivery system • Review existing material • Develop the instructions synthesis
Two Assignments + Two Test Mid Term Exam	
9	<ul style="list-style-type: none"> • Implementation: • Management plan • Contingency planning • Conduct training • The area of science of training
10	<ul style="list-style-type: none"> • Evaluate: • Internal evolution • External evaluation • Reverse system

11	<ul style="list-style-type: none"> • Practical exercise: • Group formation • Selection of target population • General assessment
12	<ul style="list-style-type: none"> • Sample selection • Develop need assessment
13	<ul style="list-style-type: none"> • Field report presentation • Selection of topic • Action plan development
14,15,16,	<ul style="list-style-type: none"> • Design training • Develop training objective • Develop session plan • Develop registration form • Develop check list • Announce training • Develop evaluation form • Follow up the participant • Develop manual folders & reference material • Develop name tags & other arrangement Conduct training

Learning Outcomes:

- Upgrade or maintain proficiency in their current jobs.
- Learn new postal systems, procedures, or technologies.
- Acquire job-related knowledge, skills, and abilities after selection for or assignment to a specific position or duty.
- Develop knowledge, skills, and abilities as part of the succession planning and leadership development process.
- Obtain and enhance knowledge, skills, and abilities unrelated to their present duties in order to attain self-determined goals or career objectives.