



Course Title: HRM 313: TRAINING AND DEVELOPMENT

Course Instructor: Mr. Bashir M. Maalim

Contact Hours: 45

Prerequisite: None

Course Purpose

To help students understand the role of training and development in human resource management practice.

Expected learning outcomes

At the end of the course the learner should be able to:

1. Explain the features and contents of a learning and development strategy
2. Describe concept of learning organization and its relevance
3. Espouse learning and development philosophy
4. Understand the nature of a learning culture and
5. How learning and development activities contribute to firm performance

Week	Topic	Sub Topics
Week 1	Introduction to Training and Development	- Definition of training and development - Training Process Model - Learning and Performance Relation - Key Concepts in Training and Development
Week 2	Objectives of training and development	- Need and Rational for training - Objectives of training - Difference between Training and Development - Benefits of training to Employers and employees
Week 3	Organization and management of Training function	- Designing Training Program - Organizational Set-Up for training - Evaluation of trainings - Essentials of Good training
Week 4 - 5	Training needs assessment	- Understanding Training Needs - Scope of training needs - Importance of identifying training needs - Training Need Matrix
Week 6	Learning Process	- Learning Curve - Types of Management Development - Virtuous Learning Circle - Principles of Learning

Week 7	CAT 1	
Week 8	Facilities planning and training aids	- Facilities Planning - Purpose of Training Aids - Common Training Aids
Week 9	Training Methods and Techniques	- Types of training - Methods of training - Choosing the right method of training
Week 10	Training Evaluation	- Implementing Training - Training Effectiveness - Training evaluation techniques - Barriers to Evaluation
Week 11	Staff Development	- Approaches to Management Development - Career planning and Development - Employee Counselling - Job Evaluation
Week 12	Legislation governing training and development in Kenya.	- Legal Issues in Training and Development
Week 13	Revision	
Week 14	Final Examination	

Assessment

CATS	20%,
ASSIGNMENTS	10%,
MAIN EXAMINATIONS	70%
TOTAL	100%

Mode of Delivery:

Online Lectures, Case Study analysis, Class Discussions and presentation

Course Text books

1. Wilson John P.(2005). Human Resource development. 2nd Edition.
2. Armstrong, Michael (2003). Handbook of Human Resource Management Practice, 9th ed.
3. Werner, J.M and DeSimon, R. L. (2011). Human Resource Development, 6th Ed. South Western Cengage Learning