

Course Title	: Training and Development (06-07)
Course Code	: HRM202
No. of Credits/Term	: 3
Mode of Tuition	: Sectional Approach
Teaching Hours	: 42 hours (3 hours per week)
Category in Major Programme	: Stream Required – Human Resources Management Stream
Prerequisite(s)	: BUS202 Organisational Behaviour or other relevant course approved by the Head of the Department of Management

### **Brief Course Description**

This course provides students with a knowledge of the nature of the training and development function within organization and to facilitate students to perform an active role in the maximum utilisation of an organisation's most valuable resource – its people. Ethical issues such as discrimination and equal opportunity are discussed under the topics of developing a training programme, and employee and career development. Topics to be explored include: managing the training and development department, train the trainer, systematic approaches to develop training programmes, career development, management development and the future of human resource development.

#### Learning Outcomes

On completion of this course, students will be able to:

1. Explain the fundamental concepts, principles and theories of training and development.
2. Describe the nature of the training and development function within organizations.
3. Comprehend the importance of training, career development and management development.
4. Design a cost-effective training programme for an organization.
5. Apply appropriate training methods to different environments.

#### Measurement of Learning Outcomes

1. Final examination, mid-term quiz and essay paper assess ability to explain fundamental concepts, principles of designing a cost-effective training and development programme.
2. Class activities and case analysis assess ability to identify and apply appropriate training practices.
3. Class activities and question discussions assess comprehension of the importance of career and management development.



**Total** **100%**

**Required Text**

Noe, Raymond A., *Employee Training and Development*, 3rd Edition, McGraw Hill, Irwin, 2005.

**Supplementary Readings**

Blanchard, P. N. and Thacker, J. W. *Effective Training – Systems, Strategies, and Practices*, Prentice Hall, 2003.

Dolasinski, M. J., *Training The Trainer – Performance-Based Training for Today's Workplace*, Prentice Hall, 2004.

Raelin, J. A. *Work Based Learning: the New Frontier of Management Development*, Addison-Wesley, 2000.