



## Title

# TRAINING & DEVELOPMENT

## Description & Objective

The development of an organization's human resources is becoming more critical as an organization attempts to survive in an increasingly turbulent, dynamic, and competitive global marketplace.

This course will examine the role of human resource development in maintaining an organization's competitive position in today's environment. In doing so, it will identify assessment techniques that will assist the manager in determining the general training needs of the organization and the specific needs of the employees and it will introduce practices that help managers to successfully transfer training to the workplace so that organizational efficiency and effectiveness improve. The course will also examine special topics of interest, such as diversity training and career management.

## Content/Outline

- Differentiating between Training, Development and Education
- The Training & Development Process
- The Training Function
- Competency Models
- Learning Styles, Kolb's Learning Cycle
- Identifying Training Needs,
- Needs Assessment Techniques
- Training Styles
- Transfer of Training, Motivation of Trainees
- Training Methodology
- Employee Development
- Facilitation & Training Skills
- Evaluating Training Programs
- Costing the Training Program
- How to measure effectiveness of training program (ROI)

