

Employee Training & Development



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Description

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ABOUT THE BOOK

FROM THE PUBLISHER

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EMPLOYEE TRAINING & DEVELOPMENT

Unit-I

Introduction to Employee Training and Development: Forces Affecting the Workplace Training – Designing Effective Training – Forces Influencing Working and Learning – Snapshot of Training Practices – Strategic Training – Evolution of Training Role – Organizational Characteristics that Influence Training – Training Needs in Different Strategies – Organization the Training Department – Marketing the Training Function – Outsourcing Training.

Unit-II

Needs Assessment: Methods Used in Needs Assessment – Process – Competency Models – Scope of Needs Assessment – Training Evaluation - Reasons for Evaluating Training – Overview of the Evaluation Process – Determining whether Outcomes are Good – Evaluation Practices – Evaluation Designs – Determining Return on Investment – Measuring Human Capital and Training.

Unit-III

Traditional Training Methods: Hands-on-Methods – Group Building Methods – Choosing a Training Method – E-learning and Use of Technology in Training – Technology's Influence on Training and Learning – Technology and Multimedia – Computer-based Training – Developing Effective Online Learning – Blended Learning – Mobile Technologies and Training Methods – Intelligent Tutoring Systems - Distance Learning – Technologies for Training Support – Technologies for Training Administration – Learning Management System – Systems for Training Delivery, Support and Administration.

Unit-IV

Employee Development – Approaches to Employee Development – The Development Planning Process – Company Strategies for Providing Development –Special Issues in Training and Employee Development – Partnership with Local Community Provides Job Opportunities – Training Issues Resulting from External Environment – Training Issues Related to Internal Needs of the Company.

Unit-V

Special Challenges in Career Management – Socialization and Orientation – Dual-career Paths – Plateauing – Skills Obsolescence – Coping with Career Breaks –Balancing work and Life – Company Policies to Accommodate Work and Non-work – Coping with Job Loss – Dealing with Older Workers – The Future of Training and Development – Increased Use of New Technologies for training Delivery – Increased Emphasis on Speed in Design – Focus in Content, and Use of multiple delivery methods – Increased Emphasis on Capturing and Sharing – Intellectual Capital –Increased Use of True Performance Support – Increased Emphasis on Performance Analysis & Learning for Business Enhancement – Key Issues in Implementing Change.

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