

Title	Training Skills for Budding Managers	
Duration	30 Hours	
Course Credits	2	
Type of Course	Multi-Disciplinary	
Mode of Lectures	Blended	
Medium of Instructions	English	
Pre-Requisite:	Basic Knowledge of management fundamentals	
Objective of the Course:	This Course aims to train the budding managers about how to train the people and how to update the workforce according to change. The course is designed to imbibe the training skills in future entrepreneurs and manager.	
Expected outcomes of the course:	Learning of Various training techniques and application of training skills in workplace	
Course Content	<p>1. Introduction</p> <p>1.1 Introduction of Training</p> <p>1.2 Importance of Training</p> <p>1.3 Training Process</p> <p>2. Training need assessment</p> <p>2.1 Need of TNI</p> <p>2.2 Methods of TNI</p> <p>3. Training design and Evaluation</p> <p>3.1 Training Design</p> <p>3.2 Types of Training</p> <p>3.3 Importance of Training Evaluation</p> <p>3.4 Various models and theories of Training Evaluation</p> <p>4. Design Thinking and Technology in Training</p> <p>4.1 Types of training</p> <p>4.2 Design thinking</p> <p>4.3 Role of technology in training</p> <p>5. Training Methods-1</p> <p>5.1 Detailed study of various methods of training</p> <p>5.2 Selection process of training methods</p> <p>5.3 Understanding training groups and its dynamic</p> <p>6. Training Methods- II</p> <p>6.1 Training method – Case study</p> <p>6.2 Training method – Business game</p> <p>6.3 Training method – Role Play</p> <p>6.4 Training method – Behavioural Modelling</p> <p>6.5 Training method – decision making exercises</p> <p>7. Training Methods- III</p> <p>7.1 Introduction to group training methods</p> <p>7.2 Various Group training Methods- Brainstorming, group discussion and panel discussion</p> <p>Various Cases and Practical Exercises</p>	<p>2</p> <p>3</p> <p>4</p> <p>2</p> <p>3</p> <p>8</p> <p>3</p> <p>5</p>
Reference Books:	<p>1. Subbarao, P. (2006). Essentials of human resource management and industrial relations. Text Cases and Games)., Himalaya Publishing House, (216-246).</p> <p>2. Lynton, R. P., & Pareek, U. (2011). Training for development. SAGE Publishing India.</p>	

**(Name and Signature by Authorized official
of the institution with Official Seal)**