

Global Learning Semesters

Course Syllabus

Course: HRM-215 Training and Development

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
HRM-215	Training and Development	3
Semester Offered	Contact Hours	Prerequisites
Not offered yet	42	HRM-205
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

1. What is Training?
2. Training needs analysis.
3. Theories of learning and models of skill acquisition.
4. Workplace training.
5. Training design and transfer.
6. Life-long Learning.
7. Distance Learning.
8. Evaluation of training- How to measure effectiveness.
9. Employee and career development.

Course Aims and Objectives

This course aims to provide students with competencies and skills necessary for developing an organization's human resources with emphasis on training needs analysis, theories of learning and models of skill acquisition, training design and transfer, the evaluation of training, employee and career development. Issues in employee development (including assessment of employee competencies, opportunities for learning and growth, and the roles of managers in employee development) are explored.

Teaching Methods

The course is delivered through lectures and case studies.

Course Teaching Hours

42

Evaluation and Grading

Project/homework: 10%
Mid-Term: 40%

Final Exam: 50%

Readings and Resources

Required Textbook

Mayo, A., *Creating a Training and Development Strategy*, Beckman Publishers, INC (2000).

Recommended Reading

Boydell, T., Leary, M., *Identifying Training Needs*, (1996), USA, Beckman Publishers, INC.

Bee, R., Bee, F., *Training Needs Analysis and Evaluation*, Beckman Publishers, INC (2000).

Hackett, P., *Introduction to Training*, Beckman Publishers, INC (2000).

Fowler, A., *Induction*, Beckman Publishers, INC (2000).

Kandola, P., Whiddett, S. *Tools for Assessment and Development Centers*, Beckman Publishers, INC (2000).

Institute of Personnel and Development, *The Changing Role of the Trainer*, (1999), ISBN: 0852927983.

Hollyforde, S., Whiddett, S., *The Competencies Handbook*, (1999), Beckman Publishers.

Woodruffe, C., *Development and Assessment Centers*, (2000), Chartered Institute of Personnel and Development (CIPD).