

***C*ONTENTS**

PART A : FUNDAMENTALS OF LEARNING

- I Theories of Learning
 - Classical Conditioning theory of learning
 - Operant Conditioning theory of learning
 - Cognitive theory of learning
 - Reinforcement theory of learning
 - Reinforcement Schedules
- II Principles of Learning
 - Principles of Learning
 - Obstacles of Learning
 - Factors maximizing the Learning
- III Learning Process, Learning styles & Training styles
 - Learning Process
 - Methods of shaping behaviours
 - Factors influencing the learning process
 - Important attributes of learning process in training
 - Learning Style
 - Training Styles
 - Trainer's style with reference to the learning style of the trainees
 - Learning in the context of organisation
 - Adult Learner

PART B : FUNDAMENTALS OF TRAINING

- IV Concept of Training
 - Definition of Training
 - Objectives of Training
 - Why Training
- V Philosophy & objective of the Training
 - Philosophy of Training
 - Objectives of Training
- VI Action Research in Training
- VII Marketing of Training & Development Functions
- VIII Role of Training in HRD
- IX History of Training
 - Antiquity- On the job training
 - The Middle Ages- Apprenticeship
 - The Industrial Revolution- The Class room Training
 - Vestibule Training
 - Systematic Training

- Individualised Instruction
 - Modern Type of Individualised Instruction
 - The End of the 20th Century- Job Support
 - Development of MDPs
- X Profile and Role of Training 61-66
- Profile of Trainer
 - Types of Trainer
 - Role of Trainer/ Facilitator

PART C : STRATEGIES, DESIGN, DEVELOPMENT & EVALUATION OF TRAINING

- XI Training and Development Strategies
- Analysis
 - Dimensions of Training Strategy
 - Learning
 - Pre- training work strategy
 - Strategy while conducting the training
 - Post training work strategy
- XII Designing of Training Programme
- Important factors in Designing Training Programme
 - Designing and Implementation of Training Programme
 - Determination of Training Need Analysis
 - Determination of the goals and objectives
 - Validation and evaluation criteria
 - Selection of instructional methods/ techniques
 - Integration of Resources and Execution
 - Feedback
- XIII Training Needs Assessment
- Level of Training Need Analysis
 - Recognition of Training Needs
 - How to determine Training Needs
 - Approaches of Training Needs Analysis
 - Steps for Completion of Training Needs Assessment
 - Practical example of TNA.
- XIV Development of Training System
- Analysis
 - Planning & Designing
 - Development
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 - Evaluation
 - Practical tips for conducting a training programme
- XV Evaluation of Training & Development
- Need for Evaluation

- Principles of Evaluation
- Kirpatrick's model of Evaluation
- Practical tips for conducting evaluation
- A practical model of training evaluation

XVI ROI of Training

- Isolating the effects of training
- Converting the effects of training into monetary values
- Calculating the cost of training
- Cost Benefit analysis of training
- Major hurdles in cost benefit analysis

PART D : DIFFERENT METHODS OF TRAINING

XVII Methods & Techniques of Training

- Lecture method
- Coaching
- Job rotation
- Understudy
- Conference
- Case study
- Incident method
- Role Play
- In Basket method
- Business Games
- Assignment method
- Group Discussion
- Brain storming method
- Distance learning

XVIII Management Development Programmes

- Objectives of MDP
- Education, Training and Development
- Methods/ Techniques of MDP
- Multiple Management
- Case Study
- Incident method
- Role Play
- In Basket method
- Business Games
- Sensitivity Training
- Conference
- Other methods
- Selection of suitable technique/ method

XIX Group Development Training.

- Group Development Training Techniques

- Group Discussion method
 - Nominal Group Techniques
 - Delphi Technique
 - Brainstorming
 - Fishbowl technique
 - Didactic Interaction
 - Sensitivity Training
- XX Emerging Trends in Training Methodologies
- Questionnaire method
 - Transactional Meditation
 - Assessment Centre
 - Syndicate method
 - Electronic Enabled Training
 - Blended Training

PART E : TRAINING OF ELECTRONIC

- XXI Electronic Enabled Training
- E. learning
 - Advantages of e.learning
 - Journey of e.learning
 - Pitfalls of e.learning
 - Major types of e.learning
 - Computer Based Training
 - Web Based Training
 - Interactive Multimedia
 - Online Distance Learning
 - Electronic Performance Support System
 - Learning Management System
 - Impact of technological changes on training
- XXII Distance Learning.
Objective Questions
Descriptive Question asked in various examination of Dip. in Training & Development of ISTD.