



University of Nicosia, Cyprus		
<b>Course Code</b> HRM-215	<b>Course Title</b> Training and Development	<b>Credits (ECTS)</b> 6
<b>Department</b> Management and MIS	<b>Semester</b> Fall, Spring	<b>Prerequisites</b> Junior
<b>Type of Course</b> Required	<b>Field</b> Management	<b>Language of Instruction</b> English
<b>Level of Course</b> 1 <sup>st</sup> Cycle	<b>Year of Study</b> 1/2	<b>Lecturer</b>
<b>Mode of Delivery</b> Face-to-face	<b>Work Placement</b> N/A	<b>Co-requisites</b> N/A
<b>Recommended Optional Programme Components: N/A</b>		

### Objectives of the Course:

The main objectives of the course are to facilitate:

- collection and analysis of data for the purpose of resolving issues directly related to training and development;
- development of intrapersonal and interpersonal skills;
- confidence when interacting with others in a number of organizational settings;
- communication, both orally and in writing;
- problem – solving;
- effective use resources in order to ‘learn how to learn.’

### Learning Outcomes:

After completion of the course students should be able to:

1. **describe** the training process;
2. **perform** a training needs analysis;
3. **utilize** the theories of learning for effective training interventions;
4. **undertake** effective workplace training;
5. **design and transfer** training to candidates both on- and off-the-job;
6. **incorporate** life-long philosophies and concepts in the workplace;
7. **deliver** distance learning programmes;
8. **effectively evaluate** a training intervention for better workplace results;

### Course Content:

What is Training?  
 Training needs analysis.  
 Theories of learning and models of skill acquisition.  
 Workplace training.  
 Training design and transfer.  
 Life-long Learning.  
 Distance Learning.  
 Evaluation of training- How to measure effectiveness.  
 Employee and career development

### Learning and Teaching Methods:

Lectures, Case Studies Analysis and Discussion, Academic/Industry Journals Paper

Discussions, In-Class Exercises, and Presentations.

**Assessment Methods:**

Class activities, Role-Play, Homework, Project, Mid-Term, and Final Exam.

**Required Textbook/Reading:**

<b>Authors</b>	<b>Title</b>	<b>Publisher</b>	<b>Year</b>	<b>ISBN</b>
Blanchard, P. N. & Thacker, J. W.	Effective Training: systems, strategies and practices	Prentice- Hall	2007	0131860119

**Recommended Textbooks/Reading:**

<b>Authors</b>	<b>Title</b>	<b>Publisher</b>	<b>Year</b>	<b>ISBN</b>
Noe, R.	Employee Training and Development	McGraw- Hill	2007	0071123490