



Course Syllabus

Course Code	Course Title	ECTS Credits
HRM-215	Training and Development	6
Prerequisites	Department	Semester
Junior standing	Management & MIS	Fall/Spring/Summer
Type of Course	Field	Language of Instruction
Elective	Business Administration	English
Level of Course	Lecturer(s)	Year of Study
1 st Cycle	Haris Tapakis	4 th
Mode of Delivery	Work Placement	Corequisites
Face to Face	N/A	None

Course Objectives:

The main objective of the course is to provide an introduction to training and development, including designing, delivering and evaluating orientation, general training and management development programs.

Learning Outcomes:

After completion of the course students are expected to be able to:

1. Summarize the purpose and process of employee orientation.
2. List and briefly explain each of the steps in the training process.
3. Explain how to use five training techniques.
4. List and briefly discuss four management development methods.
5. Explain why a controlled study may be superior for evaluating the training program's effects.

Course Content:

1. Employee orientation.
2. Steps in the training process: Analyze, Design, Develop, Implement, Evaluate.
3. Training techniques.

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| <ol style="list-style-type: none"> 4. Types of training. 5. Controlled studies: Definition, description, examples. |
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Learning Activities and Teaching Methods:

Lectures, Class Discussion, Practical Exercises, Group Activities, Research and Writing.
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Assessment Methods:

Attendance and Participation, Assignments, Mid-Term, Final Examination
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Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Instructor's notes				

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Human Resource Management, 15 th Ed. Global Edition	Gary Dessler	Pearson	2016	9781292152103
ASTD Handbook: The Definitive Reference for Training & Development, 2 nd Ed. E-book	American Society for Training and Development Biech, Elaine	UK: Emerald Group Publishing	2014	9781562869137. 9781607285618