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KARACHI UNIVERSITY BUSINESS SCHOOL  
UNIVERSITY OF KARACHI

BBA FINAL YEAR (HR ELECTIVE)

Course Title	: TRAINING AND DEVELOPMENT
Course Number	: BBA - 626
Credit Hours	: 03

**Course Contents**

1. Introduction to Employee Training and Development
2. Strategic Training
3. Need Assessment
4. Learning: Theories and Program Design
5. Transfer of Training
6. Training Evaluation
7. Traditional Training Methods
8. E-Learning and Use of Technology in Training
9. Employee Development
10. Special Issues in Training and Employee Development
11. Careers and Career Management
12. Special Challenges I Career Management
13. The Future of Training and Development

**Recommended Books**

1. Raymond A. Noe. Employee Training and Development. (4<sup>th</sup> Edition), 2009.
2. A. Landale. Advanced Techniques for Training and Development. (1<sup>st</sup> Edition), Infinity Books, India.
3. Tapomoy Deb. Training and Development - Concepts and Applications. Ane Book India. Ane's Students Edition, 2009.
4. P. Nick Blanchard. James W. Thacker. Effective Training - System, Strategies and Practices. (3<sup>rd</sup> Edition), Prentice Hall, USA, 2003.