3. HUMAN RESOURCE DEVELOPMENT (HRD)

Sr. No.	Unit	Writer Name and Contact No.
1	**Introduction to HRD, Meaning, Important, Strategic role of HRD** • Introduction • The purpose of HRD • Meaning – scope of human resource development • HRD functions • Keywords • Exercise	
2	**HRD Process** • Introduction • Meaning, Concept, Importance • The HRD needs assessment • Design • Training/implements • Evolution • Keywords • Exercise	
3	**Identification of Training needs** • Introduction • Meaning and Importance • Technological advantages • Organizational complexity • Organizational tenure • Human relations movement • Keywords • Exercise	
4	**Designing Training Programs** • Introduction • Discovering the training needs • Creating ready for the job • Preparation of the learner • Performances try out • Follow up and • Evaluation of the Programme • Keywords • Exercise	
5	**Delivery of Training** • Introduction • On the job coaching training delivery • Monitoring& coaching training • (Off the job training • Understudy method • Role playing • The core study • Keywords • Exercise	
6	**Evaluation of Training Effectiveness** • Introduction	

	• Meaning of development Programme • Management educational institution • Management seminar • Preparation of the trainer • Keywords • Exercise	
7	**Career and team development : Career Planning & Development, Team Development, Succession Planning** • Introduction • Career planning & development team • Promotion succession & carrier system • Career development • Career stage • Keywords • Exercise	
8	**Knowledge and Talent management** • Introduction • Definitions of knowledge management • The nature of knowledge management • Definition of talent management • Talent Management system • Keywords • Exercise	
9	**HR performance and benchmarking** • Introduction • Assigning programs informally • The performance review • Reward • Competences • Training & carrier development • Staff development • Career development • Human resource development & organizational change • Internal bench making • External bench making • Keywords • Exercise	
10	**The future of HRD** • Introduction • Over approach • Where do we want? • The internal & external challenge • Ten key issues • Keywords • Exercise	