

Introduction of the Sector

Management is a key skill of getting things done through and with people, whereas Entrepreneurship is a mind-set that requires creativity, innovation and professional skills while addressing a new opportunity.

The process of improving professional skills and knowledge of entrepreneurs and to increase the number of entrepreneurs is the salient aim of the sector.

Post Graduate Diploma in Training and Development

Course Introduction

Training and Development is one of the most powerful, strategic and critical functions – not just in the HR department – but across an organisation. It is imperative that the Training managers reach out to the functional managers & impress them on the need to work together with training and development specialist as a business partner for the benefit of their own function. This can significantly contribute to organizational, group and individual effectiveness, efficiency, growth and success.

This course has thus been designed to help training and development professionals to understand the function thoroughly and to help them acquire the prerequisite skills to be able to perform their task or lead the team proficiently.

The PG Diploma shall consist of 4 core topics covering all elements of training and development. It covers the vital fields like Introduction to Training and Development, Tools in Training & Development, Identifying Training needs, Writing Instructional Design, Conducting Training, Evaluating Training programmes, Technology in Training and Development and Application of software in Training.

Eligibility for Admission

Any Graduate

Jr. working professional from HR and Administrative departments and personnel in other line departments / Strategic Business UNITS (SBUs) of Public Sector Enterprise

Employability

The Program aims at equipping a training professional with the skills that he/she needs to be successful in his/her role. It will cover both theory and practical aspects of the topics. The objective of the course will be to help the participants acquire the skills and support them apply them independently. This topic will be useful for professionals who aspire to manage or head training and development function in a corporate or an institution. It will help aspirants who wants to be a trainer, instructional design professional or anyone who is either associated or would like to be associated with learning and skill development processes. On successfully completing this program the participant shall be able to be employed in the following roles-

Training Manager

Trainer

Content Writer (Instructional Design)

E- learning Manager

Career Prospect

Training and Development Manager, IT **Recruitment Specialist**,
Global HR Specialist, Executive Recruiter, **Staffing** Director, Compensation
Manager and **HR Generalist**

Semester Wise Distribution of Course Credit and Hours

SEMESTER I

Subject Code	Title	Theory	Practical	Credits	Hours
	1. Introduction to Training and Development	3		3	45
	Tools in Training and Development	3		3	45
	Identifying Training needs	3		3	45
	Writing Instructional Design	3		3	45
	Vocation Practical OJT / Internship		14		
	Project		4	18	540

SEMESTER II

Subject Code	Title	Theory	Practical	Credits	Hours
	Conducting training	3		3	45
	Evaluating training programmes	3		3	45
	Technology in Training & Development	3		3	45
	Application of softwares in T & D	3		3	45
	Vocation Practical OJT / Internship		14		
	Project		4	18	540

Programme fees: Rs. 96,000/-per annum

Examination fees: Rs.2,500/- per semester and Rs. 5000 per annum

Caution Deposit (Refundable): Rs.5000