

# Management, Entrepreneurship and Professional Skills

## 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

### Semester-wise Listing of Courses

SEMESTER I		
Subject Code	Subject Name	Credits
PGDTD 1.1	Introduction to Training and Development	4
PGDTD 1.2	Building Training Strategy	4
PGDTD 1.3	Methods of Training and Training Delivery	4
PGDTDP 1.4	<ul style="list-style-type: none"><li>• OJT / Internship - 14</li><li>• Project - 4</li></ul>	18

### Employability/ Skill Enhancement

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/Job Roles

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

SEMESTER II		
Subject Code	Subject Name	Credits
PGDTD 2.1	Learning Approaches & Styles	4
PGDTD 2.2	Evaluation of Training Performance	4
PGDTD 2.3	Trends in Training and Development	4
PGTDVP 2.4	<ul style="list-style-type: none"><li>• OJT / Internship - 14</li><li>• Project - 4</li></ul>	18

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

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

**Caution Deposit (Refundable):** Rs.5000

**Convocation Fees:** Rs.2000/- (In absentia Rs.2500/-)

**Campus Immersion Expenses:** (Travel & Logistics for 7-10 days on Campus) are not part of the fee structure and the expenses will have to be met by the students followed by communication.