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| <b>MB17H02/<br/>PHD19031</b>   | <b>RECRUITMENT, TRAINING, &amp; DEVELOPMENT</b> | <b>L</b> | <b>T</b> | <b>P</b> | <b>C</b> |
|  |   | <b>4</b> | <b>0</b> | <b>0</b> | <b>4</b> |
| <b>COURSE RATIONALE</b>  |   |          |          |          |          |
| <p>Training of employees takes place after orientation takes place. Training is the process of enhancing the skills, capabilities and knowledge of employees for doing a particular job. Training process moulds the thinking of employees and leads to quality performance of employees. It is continuous and never ending in nature. Training is crucial for organizational development and success. It is fruitful to both employers and employees of an organization. An employee will become more efficient and productive if he is trained well.</p> |   |          |          |          |          |
| <b>LEARNING OUTCOMES</b>   |   |          |          |          |          |
| <p>To be able to</p> <ul style="list-style-type: none"> <li>• Explain the importance of good recruitment and selection practice</li> <li>• Describe the context set by employment legislation.</li> <li>• Explain how to write job descriptions, person specifications and job adverts.</li> <li>• Explain how to set selection criteria. Describe the correct process for shortlisting candidates.</li> <li>• Explain how to conduct a professional interview. Describe common pitfalls in the recruitment and selection process.</li> </ul>              |   |          |          |          |          |
| <p style="text-align: center;"><b>UNIT I-Recruitment Overview</b></p>  |   |          |          |          |          |
| <p>Recruitment-an Overview-Sources and Techniques of Recruitment- Selection, Placement and Induction.</p>  |   |          |          |          |          |
| <p style="text-align: center;"><b>UNIT II-Employee Training</b></p>  |   |          |          |          |          |
| <p>Employee Training-Training needs assessment-Learning and Programme Design-Methods of Training.</p>  |   |          |          |          |          |
| <p style="text-align: center;"><b>UNIT III –Training Implementation</b></p>  |   |          |          |          |          |
| <p>Implementation of Training-Evaluation of Training methods-Feedback and improvement of Training methods.</p>   |   |          |          |          |          |
| <p style="text-align: center;"><b>UNIT IV-Career Planning</b></p>  |   |          |          |          |          |

Career Planning-Succession Planning-Various steps-Development and Management-Different  
Types of Management Programme-Evaluation and Improvement.

**UNIT V-Employee Development**

Employee Development-Motivation-Employee Empowerment Talent Management-Employee  
Communication-Overcoming Communication Barriers.

**TEXT BOOK**

Arun Sekri, 'HUMAN RESOURCE PLANNING AND AUDIT', Himalaya Publishing House.

**REFERENCE BOOKS**

Arun Sekri, 'HUMAN RESOURCE PLANNING AND AUDIT', Himalaya Publishing House.