**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Session Even Semester**

**(2017-18)**

**Class: B.Com. 3(A) Name of the Teacher: Ms. Indu**

**Subject: Hons. Period: 2nd**

**Paper: Training & Development Room No: 304**

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| **S. No** | **Date From** | **Date Upto** | | **Topics to be covered** |
| Week 1 | Jan 08, 2018 | Jan 13, 2018 | | Training: Concept, Meaning and Definition. Need for Training, Objectives, |
| Week 2 | Jan 15, 2018 | Jan 20, 2018 | | Process and steps in training. |
| Week 3 | Jan 22, 2018 | Jan 27, 2018 | | Identification of Training Need, |
| Week 4 | Jan 29, 2018 | Feb 3, 2018 | | Methods and Techniques of Training. |
| Week 5 | Feb 5, 2018 | Feb 10, 2018 | | On the job, Off the job, Lecture, Role Play, Case study. |
| Week 6 | Feb 12, 2018 | Feb 17, 2018 | | Vestibule Training, Simulation Techniques, in Basket Exercise |
| Week 7 | Feb 19, 2018 | Feb 24, 2018 | | Syndicate Method, T-group training. |
| Week 8 | Feb 26, 2018 | Mar 03 , 2018 | | Psychological Lab, Business Game. |
| **2nd week March (Mid Semester Exam)** | | | | |
| Week 9 | March 12, 2018 | | March 17, 2018 | Activity based training, Programme, Instruction Training. |
| Week 10 | March 19 , 2018 | | March 24, 2018 | Choosing the right training techniques |
| Week 11 | March 26, 2018 | | March 31, 2018 | Designing Training & Development Programs: Organization of Training & Development Programs, Training design. |
| Week 12 | April 02, 2018 | | April 07, 2018 | Kinds of training & development programs- Competence based and role based training, |
| Week 13 | April 09, 2018 | | April 14 , 2018 | Orientation and Socialization. |
| Week 14 | April 16, 2018 | | April 21, 2018 | Evaluation of Training and Development Effectiveness |
| Week 15 | April 23, 2018 | | April 28, 2018 | Reasons for Evaluating training and development programs. Problems in evaluation. |
| Week 16 | April 30, 2018 | | May 05, 2018 | Methods of Evaluating effectiveness of training efforts. |