

Lesson Plan

CBCS BBA Honours Program: Semester – VI

Paper: DSE-II 6HA

Training and Development

(Lectures: 65 Hours)

Unit and Topic	Content	Hours
Unit 1:-	Organization vision & plans, assessment of training needs, setting training objectives	5
	Designing training programmes, Spiral model of training.	5
Unit 2:-	Tasks of the training function: Building support, overall training capacity,	4
	Developing materials, strategic planning, networking, designing training programmes.	6
Unit 3:-	Training methods: On the job training, job instruction training, apprenticeship,	3
	coaching, job rotation, syndicate method, knowledge based methods, lecture,	3
	conferences, programmed learning, simulation methods, case study, vestibule training,	4
	Laboratory training, in-basket exercise, experiential methods, sensitivity training, etraining.	5
Unit 4:-	Management Development Programme Methods:- Understudy, Coaching, Action Learning	5
	Role Play, Management Games, Seminars, University related programmes,	5
	special projects, behavioral modelling, job rotation, case study, multiple management,	5
	Sensitivity training.	
Unit 5:-	Training Experiences. Issues in Consultant –Client Relationships, System Ramifications	6
	Post training: Training evaluation, Training impact on individuals and organizations,	4
	Evaluating Programmes, Participants, Objectives.	5

Lesson Plan

CBCS BBA Honours Program: Semester – VI

Paper: DSE-III-6HC

Labour Welfare and Compensation Management

(Lectures: 65 Hours)

Unit and Topic	Content	Classes
Unit I: Introduction	Concept, Philosophy, History from performance appraisal to performance development.	4
	Objectives of performance management system; Performance management and performance appraisal;	3
	Performance Management process: Performance planning, Process and Documentation of Performance appraisal, Appraisal Interview,	6
	Performance Feedback and Counselling.	2
Unit II: Performance management and reward systems	Performance management and reward systems.	2
	Performance Coaching ,Mentoring and Counselling,	3
	Competency development,	1
	Use of technology and e-PMS,	2
	International Aspects of PMS. Performance systems trends,	3
Ethical Perspectives in performance appraisal.	3	
Unit III: Introduction to Job Evaluation	Methods of Job Evaluation. Company Wage Policy: Wage Determination, Pay Grades, Wage Surveys, Wage Components.	7
	Modern trends in compensation - from wage and salary to cost to company concept, Comparable worth, broad banding, competency-based pay.	3
		5
Unit IV: Incentives plans	Incentives plans for production employees and for other professionals.	3
	Developing effective incentive plans, pay for performance	3
	Supplementary pay benefits, insurance benefits, retirement benefits, employee services benefits.	4
	Benefits & Incentive practices in Indian industry.	2

Unit V: Wages in India	Minimum wage, fair wage and living wage.	2
	Methods of state regulation of wages.	2
	Wage differentials & national wage policy Regulating payment of wages,	3
	Wage boards, Pay commissions, dearness allowances, linking wages with productivity.	2
	Special compensation situations: International compensation-managing variations. Expatriate Pay.	3