

**Faculty of Commerce & Business Administration**

**Training and Development**

**Information :**

**Course Code :** HRM 304

**Level :** Undergraduate

**Course Hours :** 3.00- Hours

**Department :** Human Resources Management

**Instructor Information :**

| Title              | Name                                | Office hours |
|--------------------|-------------------------------------|--------------|
| Lecturer           | Omnya Samy Abdelhaliem Mohamed Sobh | 4            |
| Lecturer           | Omnya Samy Abdelhaliem Mohamed Sobh | 4            |
| Lecturer           | Christine Karmy Gad el karim Srour  | 1            |
| Teaching Assistant | Monica Emad Lotfy Faltaus           | 1            |

**Description :**

Rapid changes in technology and job design, along with the increasing importance of learning and knowledge based organizations, make training and development an increasingly important topic in human resources development. The course content identifies training and development needs through needs assessments, analyze jobs and tasks to determine training and development objectives, create appropriate training objectives, design effective training and development programs using different techniques or methods, transfer of training, training and development activities, and training and development programs evaluation process.