

COURSE CODE:	AAD 507
COURSE TITLE:	Training and Development
NUMBER OF UNITS:	2 Units
COURSE DURATION:	Two hours per week

COURSE DETAILS:

Course Coordinator:	Prof. M.T. Ajayi, B.Sc., M.Sc., PhD
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Office Location:	Department of Agricultural Administration, COLAMRU

COURSE CONTENT:

Concept, meaning and relationship between training, education and development; Purpose of industrial education and training, Concept of courses, conferences and workshops and differences between them, training types, phases of training: training needs assessment (TNA); training objectives setting; training methods, planning, designing and conducting training programmes, monitoring, evaluation and follow-up of training. Problems of industrial education and training in Nigeria.

COURSE REQUIREMENTS:

This is a compulsory course for all students of Agricultural Administration. As a future Agricultural Administrator; students should understand the concepts and principles of training and development in an organisation and be able to manage training activities. In view of this students are expected to participate in all the course activities and have minimum of 75% attendance to be able to write the final examination.

READING LIST:

- 1 Bankole, A.R. (2003). Principles of personnel Management: Segprints, ISBN 978-33512-7-.pp 81-122.
- 2 Omole, M.A.L. (1993) Industrial Education and Human Resources Development. Alafas Nig.Ltd. ISBN 978-33651-3-4. 129 pp.
- 3 Halim, A. and Ali, M. (1998). Training and Professional Development in Improving Agricultural Extension. A reference Manual, Chapter 15, FAO, Rome.
- 4 A handbook of Human Resource Management Practice by Michael Armstrong, Published by KOGAN Page, London and Philadelphia.
- 5 Elements of Agricultural Extension Administration by Akinsehinde Olanrewaju Akinsorotan. Published by Bounty Press, Ibadan.

LECTURE NOTES

Week1: Concept of training education and development, Definitions and Process of training, education and development.

Objective: Students will be able to discuss the importance of studying, training and development

Description:

A general overview of the course will be introduced to students. The need for the study of training and development in organisations will be examined.

Also, definitions and the scope of each of the three items will be discussed. The distinguishing features between training, education and development will be explained.

Study Questions:

1. What is training?
2. Mention the roles of training in an organisation.
2. Describe differences between training, education and development.

Week 2: Purpose of Industrial Education and Training, Concept of courses, conferences and workshops.

Objective: Students will be able to explain the purpose of industrial education and training as well as ability to distinguish between courses, conferences and workshops.

Description:

1st Hour: Purpose of Industrial Education and Training will be explained and how they benefit the individual and the organisation.

2nd Hour: Concept of courses, conferences and workshops will be examined and the differences between them will be explained.

Study Questions:

1. What is industrial or organisation education?
2. Why are organisation education and training important in an organisation?
3. Explain the differences between courses, conferences and workshops.

Week 3: Types of Training.

Objective: Students will have the knowledge of various types of training activities.

Description:

The different types of training activities in an organisation will be described. The benefits and limitation of each of the training activities will also be explained.

Study Questions:

1. List the various types of training.
2. When and why will you recommend any of the training activities in an organisation?

Week 4: Phases of Training and Training Needs Assessment.

Objective: Students will have a clear understanding of the phases and steps of training process. They will also know the importance of training needs assessment and methods of carrying out needs assessment.

Description:

Phases of training and steps will be well explained. It will also be shown diagrammatically. The concept of training needs assessment will be discussed while reasons for needs assessment and methods for carrying it out will be described.

Study Questions:

1. List the major phases of training and mention the activities under each phase.
2. What is training needs assessment?
3. What are the reasons conducting needs assessment?
4. List some methods used in conducting needs assessment?

Assignment:

1. Describe the skill-gap analysis as a method of carrying out needs assessment.

Week 5: Training Needs Assessment contd.

Because of the importance of training needs assessment, the discussion will continue in week 5.

Study Questions:

1. List the major phases of training and mention the activities under each phases.
2. What is training needs assessment?
3. What are the reasons for conducting needs assessment?
4. List some methods used in conducting needs assessment?

Week 6: Training objectives .

Objective: Students will be able to understand training objectives and write specific objectives for a training course.

Description:

1st Hour: The importance of training objectives as well as the types will be described. How to write specific objectives will be explained.

2nd Hour: Practical session with students writing specific objectives for a proposed training activity.

Study Questions:

1. What is training objective?
2. Why is it important in a training course?
3. List the major types of training objective.

Week 7: Selecting and organising course content

Objective: - Students will be able to select and organise course content and prepare curriculum for a training course.

Description:

The process of curriculum development for a training course will be described. Guidelines in determining course content and sequencing will also be explained

Students will be given opportunity to develop a course content by breaking course content to specific topics for a proposed training course of choice.

Study Questions:

1. Define course curriculum.
2. Give 2 reasons why there is need to develop course curriculum

3. List the guidelines for determining course content

Assignment:

Develop a course curriculum for a two-day training course for field extension agents

Weeks 8 & 9: Training methods

Objective: Students will be able to use appropriate training method (s) in a specified training course

Description:

Two weeks will be devoted to this topic so as to have an indepth of the methods because of its importance in the training process. As there are range of training methods, students will be exposed to the different types of training methods. Each of these methods will be explained and when to use them.

Factors to consider in the selection of training methods will also be explained. Students will be given the opportunity to practise some of these methods.

Study Questions:

1. What is a training method?
2. List the training methods you know
3. What are the factors considered in selecting any of these methods?

Assignment :

Write a case study of not more than 2 pages that can be used in a training course of your choice.

Weeks 10 &11: Implementation phase: Planning, Designing and Conducting training programmes.

Objective: Students will be able to plan, design and conduct a training course.

Description:

This lecture will describe the implementation phase. The stepwise arrangement of how to carry out a training course starting from publicity will be explained.

Students will also be allowed to prepare a checklist of what are required in running a training course.

Study Questions:

1. Describe information required in a typical course announcement?
2. Develop a checklist of activities in implementing a training course?

Week 12: Class Test.

Objective: Students will be tested on what has been taught in the course for the past 11 weeks .

The questions provided for the test will be reviewed after the test.

Week 13: Monitoring and Evaluation of training courses.

Objective: Students will be able to monitor and evaluate a training course.

Description:

1st Hour: The lecture will explain what is monitoring and evaluation of training courses. The difference between the two will also explained. Criteria for evaluating and reasons for evaluating training will also be described.

2nd Hour: Types of evaluation will be discussed. When to evaluate, who to evaluate and how to evaluate will be discussed.

Study Questions:

1. What do you understand by monitoring?
2. What is evaluation?
3. Describe 4 ways in which evaluation can be classified.
4. Mention the types of evaluation.
5. On the basis of time dimension, mention how evaluation is classified.

Week 14: Problems of organisation education and training in Nigeria.

Objective: The lecture will explain the major problems of organisation education and training in Nigeria.

Description:

The major challenges and problems of industrial/organisation education and training will be discussed with specific examples.

Study Questions:

1. Explain the major challenges of organisation education in Nigeria..

Week 15: Revision Exercise.

Objective: Students will revise all topics taught during the semester.

Description: All topics dealt with in this course will be reviewed. The study questions and assignments will be given special attention. Students will discuss what they have learnt from the course. Students will be allowed to ask questions on specific topics that are not clear to them.