

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

Course Description: Training and development

1- Basic Information:

Course Name	Training and development
Course ID	BHR604
Contact Hours (Registered Sessions)	24
Contact Hours (Synchronized Sessions)	24
Mid Term Exam	-
Exam	75 min
Registered Sessions Work Load	48
Synchronized Session Work Load	18
Credit Hours	5
Course level	6

2- Pre-Requisites:

Course	ID
Human Resources Management	BHR401

3- Course General Objectives:

This course aims at providing students with the necessary knowledge about the nature, concept and importance of human resources training as a basic practice of human resources management, in addition to highlighting the relationship between training and the development of human resources by clarifying the objectives, principles, types, methods, constraints and stages of training. The course also seeks to provide the student with the necessary skills to identify training and development needs, and to design, implement and evaluate training and development programs. In the last section, this course aims to present a vision and prospects for the development of the training process, in addition to linking the process of training and development of human resources with the process of planning and development of the career path of the employees.

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4- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes
ILO1	The student understands the concept and importance of training as a vital function of human resources management and recognizes the relationship between training, learning and human resource development.
ILO2	The student understands the close link between the training strategy and the strategy of the training organization.
ILO3	The student understands the components of the training process system and recognizes the different elements of this system.
ILO4	The student knows how to identify the training needs, the process that forms the basis of training success.
ILO5	The student understands how to design the training programs.
ILO6	Students understand traditional and modern technology-based training methods.
ILO7	The student knows how to evaluate the training process as well as how to evaluate the outputs and gains of training.
ILO8	The student understands the close relationship between training and development of human resources and the process of planning and developing the career path of human resources.

5- Course Syllabus (24 hours of total Recorded Sessions, 24hours of total synchronized sessions)

RS: Recorded Sessions; SS: Synchronized Sessions;

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	Chapter 1: Introduction to Human Resources Training and Development	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	

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ILO2	Chapter 2: Strategic Training	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO3	Chapter 3: the training process system	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO4	Chapter 4: Training needs analysis and assessment	4	4	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO5	Chapter 5: Training Design	4	4	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO6	Chapter 6: Traditional training methods. Chapter 7: Technology-Based Training Methods.	4	4	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO7	Chapter 8: Evaluation of the training process.	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO8	Chapter 9: the relationship between training and career development for workers	4	4	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	

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6- Assessment Criteria (Related to ILOs)

ISC	Interactive Synchronized Collaboration	Ex	Exams	Rpt	Reports
PF2F	Presentations and Face-to-Face Assessments	PW	Practice Work		

ILO Code	ILO	Intended Results	Assessment Type				
			ISC	PW	Ex	PF2F	Rpt
ILO1	The student understands the concept and importance of training as a vital function of human resources management and recognizes the relationship between training, learning and human resource development.	Know the concept of training and the concept of human resources development. Identify points that highlight the importance of training for the organization and for human resources. Identify the relationship between training, development and learning	X		X		
ILO2	The student understands the close link between the training strategy and the strategy of the training organization.	Justify the link between training and training strategies adopted in the organization and the strategy of the organization. Identify a mechanism for drawing up a successful human resources training strategy for the organization.	X		X		
ILO3	The student understands the components of the training process system and recognizes the different elements of this system.	Define the training system and justify the consideration of training as a system. In addition to identifying the components of the training process system.	X		X		

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ILO4	The student knows how to identify the training needs, the process that forms the basis of training success.	<p>Define the concept of training need.</p> <p>Identify the factors that need to be taken into account to identify training needs.</p> <p>Identify the mechanisms that are used to analyze and identify training needs.</p>	x		x		
ILO5	The student understands how to design the training programs.	<p>Define what the training design topic involves.</p> <p>How the training bag is prepared.</p> <p>How to prepare for the organization of training before, during and after training.</p> <p>Definition of training aids and the mechanism and effectiveness of their use.</p>	x		x		
ILO6	Students understand traditional and modern technology-based training methods.	<p>Definition of all means and methods used in training</p> <p>Justify the suitability of each training method for specific training content or for specific trainees.</p> <p>Definition of the mechanism of linking technology to human resources training.</p>	x		x		

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ILO7	The student knows how to evaluate the training process as well as how to evaluate the outputs and gains of training.	<p>Define the concept of evaluation of the training process and determine the importance of this process.</p> <p>Determine the factors that should be measured in the training process.</p> <p>Identify the different models used in training evaluation</p>	X		X		
ILO8	The student understands the close relationship between training and development of human resources and the process of planning and developing the career path of human resources.	<p>Identify the link between the successful management of the training system and the development of human resources.</p> <p>Defining the role of training in planning and developing the human resource career path.</p>	X		X		

7- Practice Tools:

Tool Name	Description
non	non

8- Main References

1- توفيق، عبد الرحمن. <u>تحديد الاحتياجات التدريبية بين الهدر والاستثمار</u> ، مركز الخبرات المهنية للإدارة- بميك- القاهرة، 2006.
2- حسين محمد حسنين. <u>طرق التدريب</u> . دار مجدلوي للنشر والتوزيع. عمان، 2002.
3- السيد، رضا. <u>الاحتياجات التدريبية بين النظرية والتطبيق</u> ، الشركة العربية المتحدة للتسويق والتوريدات، القاهرة، 2007.
1- العزاوي، نجم. <u>التدريب الإداري</u> ، دار اليازوري العلمية للنشر والتوزيع، عمان، 2006.
4- مايك ويلز (ترجمة محسن الدسوقي). <u>إدارة عملية التدريب – وضع المبادئ موضع التنفيذ</u> . معهد الإدارة العامة- مركز البحوث. الرياض 2005.

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- 7- إدارة التدريب الفعال (نظم واستراتيجيات) : P. Nick Blanchard & James M. Thacker, Effective Training Practices, ترجمة حسان إسماعيل – هيثم عيسى – مظهر يوسف – أحمد صالح، المركز العربي للتعريب والترجمة والتأليف والنشر ، دمشق ، 2014
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- 9- Sleezer Catherine M. & Darlene F. Russ-Eft & Kavita Gupta - A Practical Guide to Needs Assessment (American Society for Training & Development) 3rd Edition , 2014.
- 10- Swanson Richard A. & Holton Elwood F.. Foundations of Human Resource Development, Berrett-Koehler Publishers, California, 2001.
- 11- Thorn, Kaye & Mackey, David, Everything You Ever Needed About Training, Paperback – 2007.
- 12- Timothy P. Mottet & K. David Roach, Training & Development: Communicating for Success, Pearson; 2 edition (2012)

9- Additional References

- 1- السلمي علي، إدارة الموارد البشرية، دار غريب للطباعة والنشر والتوزيع، القاهرة، 1997.
- 2- وصفي عقيلي، عمر، إدارة الموارد البشرية المعاصرة : بعد استراتيجي، دار وائل للنشر، عمان، 2005.
- 3- Gary Dessler, Fundamentals of Human Resource Management :What's New in Management, Pearson; 5 edition , 2018.
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