

HUMAN RESOURCES DEVELOPMENT

I. Human Resources Development: Meaning, components Pre requisites for successful HRD Programmes; Human Resource Planning (HRP) : Meaning, importance; process & problems.

II. Performance Appraisal : Meaning, Approaches to performance appraisal, methods / techniques of appraisal system, importance, purpose and limitation; potential Appraisal: Meaning, scope and importance, 360 Performance Appraisal.

III. Training and Development: Meaning, need, importance, Types: On the Job and of the job training, Training effectiveness, Evaluation of Training programme,

IV. Career Planning and Performance Counseling: Meaning and Steps involved; Career Development: Steps Importance and Problems, Succession planning; Performance Counselling : Conditions for effective counseling, process involved.

V. HRD Trends: Job rotation, Job enlargement, Job enrichment. Quality of work life, Total Quality Management (TQM) Human Resource Information system: Meaning and Importance; ISO 9000 Series, Competency management meaning & importance. People capability, maturity, model – meaning and importance.

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