

Designing HRD Programmes

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Key activities in Designing HRD Programme

- Setting objectives
- Selecting the trainer or vendor
- Developing a lesson plan
- Selecting program methods and techniques
- Preparing materials
- Scheduling the programme

Setting the objectives

- Describe the intent and the desired result of the HRD programme
- Objectives are used as the basis for determining which methods should be used to achieve the specified outcome
- They are also used to evaluate the programme's success and also help participants to focus their own attention and efforts during the programme

Three Critical Aspects of Objectives

- The performance the learners should be able to do
- The conditions under which they must do it
- The criteria used in judging its success

Guidelines for developing objectives

- An objectives is a collection of words, symbols, pictures and diagrams describing what you intend for trainees to achieve
- It will communicate your intent to the degrees that you describe; what the learner will do, the conditions of doing and the criteria by which achievements will be judged
- Continue to modify it until all achieved
- Write a separate statement for each important outcome or intent
- Give your written objectives to trainees

Factors of “Make Vs Buy” Decision

- Expertise
- Timeliness
- Number of trainees
- Subject matter
- Cost
- Size of HRD
- “X” factor

Criteria for selecting Vendor

- Cost
- Credentials
- Background
- Experience
- Philosophy
- Delivery methods and techniques
- Results
- Support
- Request for proposal

Selecting the Trainer

- **Training competency** involves the knowledge and varied skills needed to design and implement a training program.
- **Effective trainers** must be able to communicate their knowledge clearly, use various instrumental techniques, have good interpersonal skills, and have the ability to motivate others to learn
- **Subject matter expert (SME)** have the mastery of the subject matter, but should have the ability to train others.

Train-The –Trainer Programs

- The purpose of this programme is to provide subject matter experts with the necessary instrumental knowledge and skills to design and implement a training programme

Preparing A Lesson Plan

- A lesson plan is a trainer's guide for the actual delivery of the training content.
- A lesson plan should specify-
 - Content to be covered
 - Sequencing of activities
 - Selection or design of training media
 - Selection or development of experimental exercises or both
 - Timing and planning of each activity
 - Selection of the method of instruction
 - Number and type of evaluation items to be used

Selecting Training Methods & Media

Methods

- On-the-job training
- Classroom training
- Self-paced training

Media

- Workbooks/manuals
- Internet/intranet
- CD-ROM/DVD
- Videotapes
- Teleconferencing
- Videoconferencing
- audiocassettes

Factors to be considered

- Objectives of the programme
- Time and money available
- Availability of other resources
- Trainee characteristics and preferences

Preparing Training Materials

- Programme Announcements
- Programme Outlines
- Training Manuals or Textbooks

Scheduling the HRD Programme

- The goal is to ensure that the participants both trainer and learners are available and have their attention focused on the learning task at hand.
- It considers-
- Scheduling during work hours
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- Registration and enrollment issues