Future Academy
Higher Future Institute for Specialized Technological Studies

Course Specification

1- Course information:	
Course Code:	H23
Course Title:	Training and Development of Human resources
Year/level	**4th**
Academic Programs	**Business Administration Program (B.Sc.)**
Contact hours/ week	**Theoretical 3 hrs / Tutorial 2 hrs = Total 5 hrs**

2- Course aims:
This course aims to provide the student with the basic concepts related to the role of training and development in strategic human resources management, and to develop their skills in preparing and evaluating training and development plans and programs, as well as measuring the return on investment in human resource development. It also focuses on enhancing the student's ability to deal with challenges and complex issues in the current business environment, using different learning approaches such as practical cases and simulation models, in order to help the student add value to themselves and to the organization in the future.

3- Intended learning outcomes of the course (ILOs):

a- Knowledge and understanding:

On successful completion of this course, the student should be able to:
a1- Understand the fundamental concepts of training and development in the context of strategic human resources management.
a2- Identify the role of human resource development in achieving organizational strategic objectives.
a3- Explain the processes of preparing, implementing, and evaluating training and development programs.
a4- Comprehend the methods for measuring the return on investment (ROI) in human resource development.

a5- Recognize the challenges and opportunities associated with human resources in the current business environment.

b- Intellectual skills:

On completing this course, the student should be able to:
b1- Analyze the relationship between human resource development and organizational success.
b2- Critically evaluate training and development plans in alignment with organizational strategies.
b3- Assess various methods for measuring the effectiveness of training and development programs.
b4- Solve problems related to training and development in complex business environments.
b5- Develop strategic insights into enhancing human resource capabilities within an organization.

c- Professional and practical skills:

At the end of this course, the student will be able to:
c1- Design and develop effective training and development programs.
c2- Implement strategies for measuring the return on investment in human resource development.
c3- Use practical tools such as case studies and simulation models to improve organizational training outcomes.
c4- Apply best practices in evaluating and refining training and development initiatives.
c5- Manage and lead human resource development projects within organizational settings.

d- General and transferable skills:

On successful completion of this course, the student should be able to:
d1- Communicate effectively in both written and oral forms regarding human resource development strategies.
d2- Work collaboratively with team members on training and development initiatives.
d3- Demonstrate critical thinking in assessing training needs and evaluating programs.
d4- Manage time efficiently to meet deadlines in planning and implementing development programs.
d5- Apply problem-solving techniques in dynamic and complex business environments.

4- Course contents

Week No.	Topics/units	Number of hours		ILO's
		Lecture hours	Tutorial hours	
1	Introduction to Strategic Human Resource Management and Development.	3	1.5	A1,B1
2	The Role of Human Resources in Achieving Organizational Objectives.	3	1.5	A2,B1,B2
3	Concepts and Theories in Training and Development.	3	1.5	A3,B2,B3,c1

4	Designing Effective Training Programs: Needs Assessment and Planning. + Quiz 1	3	1.5	A4,B3,C1
5	Implementing and Managing Development Programs.	3	1.5	A5,B4,C2
6	Evaluation Techniques for Training Programs: Measuring Success.	3	1.5	A4, B5, C3
7	Midterm Exam			B4, a3, a1
8	Continue(Evaluation Techniques for Training Programs).	3	1.5	A4, B5, C3
9	Challenges in Human Resource Development in Today's Business Environment.	3	1.5	A5, B4, D4
10	Strategic Approaches to Enhancing Employee Skills and Competencies.	3	1.5	B5, C4
11	continue+ Quiz 2	3	1.5	A5, B5
12	Return on Investment (ROI) in Training and Development.	3	1.5	A4, B3, C5
13	continue	3	1.5	A4, B4, D4
14	Final exam.	3	1.5	A4, B4

5- Teaching and learning methods

Methods	ILO's																			
	a1	a2	a3	a4	a5	b1	b2	b3	b4	b5	c1	c2	c3	c4	c5	d1	d2	d3	d4	d5
Lectures	✓			✓	✓														✓	
Practical sections/Tutorials		✓	✓		✓	✓														✓
Self-learning		✓	✓			✓		✓						✓	✓	✓				✓
Assays and reviews				✓					✓			✓	✓	✓	✓					
Discussion groups						✓			✓	✓	✓					✓	✓			

Problem-solving			✓	✓			✓	✓		✓	✓										
E-learning																					
Blended learning																					

6- Teaching and learning methods for Low-achieving students

- Extra teaching hours for those who need help
- More quizzes to assess their ability for understanding the course
- Encourage the team work for those students with other advanced ones to increase their participation and understanding

7- Student assessment

Assessment method	Time	Grade weight (%)	Week	ILOs
Course Work (Tutorial Exercise and Assignments)		10	Every week	A1,B1,
Quiz 1	1	10	Week#4	A2,B1,B2, A3,B2,B3,c1
Mid-term exam	1	20	Week#7	B4, a3, a1
Quiz 2	1	10	Week#11	A5, B5
Final Written exam	2	50	----	A4, B4,

8-List of references

8.1. Student notebooks:

- Lectures and presentations.

8.2. Essential textbooks:

The 60-Minute Active Training Series"How to Encourage Constructive Feedback from Others, Leader's Guide" , Dec 2019, Melvin L. Silberman, Freda Hans burg.

8.3. Recommended textbooks:

- HR from the Outside In: Six Competencies for the Future of Human Resources , Dave Ulrich, Jon Younger, Wayne Brockbank, Mike Ulrich,2019.

- Human Resource Management , By:Howard J. Klein and Fang Lee Cooke,2021.

8.4. Journals, Periodical and Reports ……..etc.

https://www.researchgate.net/publication/365752240_HUMAN_RESOURCES_TRAINING_AND_DEVELOPMENT_A_SYSTEMATIC_LITERATURE_REVIEW_AND_BIBLIOMETRIC_ANALYSIS

--https://webapps.ilo.org/public/english/standards/relm/ilc/ilc92/pdf/rep-iv-2a.pdf**8.5. Websites**

https://www.youtube.com/watch?v=ps09Fv_BCrw

https://www.youtube.com/watch?v=CLr-xaQEnkE

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