

**Department of Agricultural Administration
University of Agriculture
Lecture outline for AAD 507**

1. COURSE NAME & CREDIT LOAD

COURSE CODE: AAD 507

COURSE TITLE: Training and Development

NUMBER OF CREDITS: 2 Credits/Compulsory

COURSE DURATION: Two hours per week for 15 weeks (30 hours)

Course developed by: Prof. M. T. AJAYI

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Consultation Hours: 1200-1400 hrs. Monday to Thursday.

2. COURSE DETAILS:

2.1 Training and Development:

The course covers specific areas of training and development in an organisation. Specifically, it covers In-service training in organisations and concept of industrial education and training.

2.2 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.

2.3 Course Justification:

As future Agricultural Administrators, students should understand the concepts and principles of training and development in an organisation and be able to manage training activities.

2.4 Course Objectives:

The general objective of the course is to enable students acquire knowledge of the concept and principles of Training and Development, which are needed for carrying out administrative tasks in different organisations

At the end of the course students will be able to:

- distinguish between training, education and development;
- describe the purpose of industrial education and training;
- describe the concept of courses, conferences and workshops;

- explain different types of training;
- describe training needs assessment, objectives and methods of training;
- describe the planning, designing and implementation of training;
- explain the method of monitoring and evaluation of training; and
- explain the problems of industrial education and training in Nigeria.

2.5 Course Requirements:

Students are expected to participate in all the course activities and have a minimum of 75% attendance to qualify for writing the final examination. Students will be required to submit a report of web research on any of the topics treated in this course. This will account for part of the continuous assessment. Students will be expected to treat all study questions and submit assignments fortnightly for grading. All class assignments should be word processed.

2.6 Methods of Grading:

NO ITEM SCORE

1. Class Assignment 5
2. Class Participation 5
3. Class Test 15
4. Internet Contribution 5
5. Comprehensive Final Examination 70

Total 100

2.7 Course Delivery Strategies:

The course objectives will be achieved by the traditional face to face weekly lecture on designed topics, theoretical materials (lecture notes) provided during lectures, seminars, and group exercises. The course delivery strategies will be supported through tutorials and study review at the end of the semester. Students will be encouraged and required to read around the topics and follow current training and development issues in the media and on the web. Groups will be created to enhance web discussion of the course and students will be required to have a yahoo e-mail account.

3.0 LECTURE CONTENT

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 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

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.

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 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.

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.

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?.

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.

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 phases.
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.

Reading List:

1. Omole, M.A.L. (1993) Industrial Education and Human Resources Development. Alafas Nig.Ltd. ISBN 978-33651-3-4. 129 pp.
- 2 Halim, A. and Ali, M. (1998). Training and Professional Development in Improving Agricultural Extension. A reference Manual, Chapter 15, FAO, Rome.

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 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 will 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.

Reading List:

1. Omole, M.A.L. (1993) Industrial Education and Human Resources Development. Alafas Nig.Ltd. ISBN 978-33651-3-4. 129 pp.
- 2 Halim, A. and Ali, M. (1998). Training and Professional Development in Improving Agricultural Extension. A reference Manual, Chapter 15, FAO, Rome.

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 giving 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 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

Reading List:

1. Omole, M.A.L. (1993) Industrial Education and Human Resources Development. Alafas Nig.Ltd. ISBN 978-33651-3-4. 129 pp.
- 2 Halim, A. and Ali, M. (1998). Training and Professional Development in Improving Agricultural Extension. A reference Manual, Chapter 15, FAO, Rome.

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.

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.

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 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?

Assignment:**Reading Lists:**

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.
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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 be 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

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.

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..

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.

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.

Key for the Reading List:

- 1 Available in the University Library
- 2 Available in Bookshops
- 3 Available on the internet.
- 4 Personal collections
- 5 Departmental Library