

LEARNING AND DEVELOPMENT

UNIT CODE:HRM/CU/BUS/CR/03/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Coordinating Training and Development

Duration of Unit: 114 Hours

Unit Description

This unit specifies the competencies required to coordinate learning and development in an organization. It involves carrying out training needs assessment, preparing capacity building programmes and calendar, conducting capacity building, coordinate coaching and mentoring programmes, and enhancing knowledge management, conducting training impact assessment, planning and reviewing learning and development programmes and Managing professional growth and career development in the workplace

Summary of Learning Outcomes

1. Carrying out training needs assessment
2. Preparation of capacity building programmes and calendar
3. Conducting capacity building
4. Coordinating coaching and mentoring programmes
5. The Updating on knowledge Management system
6. Conducting training impact assessment
7. Reviewing training and development programmes
8. Manage professional growth and career development in the workplace.

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identify the importance of learning and development	<ul style="list-style-type: none">• Introduction to learning and development• Importance/aims of learning and development in an organization• Adult learning methodology• Characteristics of learning organization	<ul style="list-style-type: none">• Written tests• Observation• Oral questions
2. Carrying out Training Needs Assessment (TNA)	<ul style="list-style-type: none">• Introduction to Training Needs Assessment (TNA)• Purpose of TNA	<ul style="list-style-type: none">• Written tests• Observation• Oral questions

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> • Benefits of TNA • Methods of TNA • Elements of a TNA • Process of a TNA • TNA Report • Uses of a TNA report • Other source s of training needs • Advantages and disadvantages of TNA 	
3. Preparation of capacity building programmes and calendar	<ul style="list-style-type: none"> • Introduction to capacity building programmes and calendars • Elements of a training calendar • Preparation of a training calendar • Implementation of a training calendar <ul style="list-style-type: none"> • Content development • Resource persons • Training Venues • Logistics (where necessary) • Training materials • Evaluation of training programme 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions
4. Conducting capacity building	<ul style="list-style-type: none"> • Methods of learning • In house <ul style="list-style-type: none"> • On-job • Off-job • Coaching and mentoring • Digital learning • Advantages and disadvantages of each method 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Case studies
5. Coordinating coaching and mentoring programmes	<ul style="list-style-type: none"> • Coaching and mentoring Goals, objectives • Selection and identification of employee/individual for coaching and mentoring 	<ul style="list-style-type: none"> • Observation • Written tests • Oral questions • Third party report • Case studies

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> • Identification of the coaches and mentors • Coaching and mentoring process • Monitoring, evaluation and reporting on coaching and mentoring • Management development • Advantages and disadvantages of coaching and mentoring 	
6. Updating of the knowledge Management system	<ul style="list-style-type: none"> • Introduction to knowledge management • Importance of knowledge management in an organization • Identification of knowledge to be managed • Methods of knowledge management • Advantages and challenges of knowledge management 	<ul style="list-style-type: none"> • Observation • Written tests • Oral questions • Case studies
7. Reviewing, training and development programmes	<ul style="list-style-type: none"> • Recommendations in the training reports • Reviewing training programmes 	<ul style="list-style-type: none"> • Observation • Written tests • Oral questions • Case studies
8. Manage professional growth and career development in the workplace.	<ul style="list-style-type: none"> • Introduction to career development • Ways of career development • Benefits of career development • Advantages and limitations of professional growth and career development in the workplace. 	<ul style="list-style-type: none"> • Observation • Written tests • Oral questions • Case studies

Suggested Methods of instructions

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions

- Direct instruction
- Simulation
- On job training

Recommended Resources

- Organization polies and procedures
- Human resource polices
- Guidelines and regulations
- Resources and documentation used in the workplace

easytvvet.com