BUS 234 Training and Development

COURSE DESCRIPTION:
Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test
Corequisites: None

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. Course Hours per Week: Class, 3. Semester Hours Credit, 3.

LEARNING OUTCOMES:
Upon completing requirements for this course, the student will be able to:
1. Design, conduct and evaluate a training program.
2. Define the steps for conducting a needs assessment.
3. Identify instructional approaches.
4. Design a learning environment.

OUTLINE OF INSTRUCTION:
I.   Introduction to Training and Development
    A.   Understanding the demographics of today's workforce
    B.   Understanding the difference between training and development
    C.   Understanding the role of training and development in the workplace

II.   The Needs Assessment
    A.   Correlating training needs with the strategic goals of the firm
    B.   Conducting a needs analysis to determine current talent's skills & capabilities

III.   Designing a Training Program
    A.   Selecting the best training method
    B.   Determining who should be involved in training

IV.   Ensuring the Success of a Training Program
    A.   Evaluation of the training
    B.   Reinforcement of competencies taught during training
    C.   Assessment of the effects of training

V.   Training and Development and Career Progression
    A.   How training and development relate to the employee's current position
    B.   How training and development relate to the employee's progression throughout the firm.

REQUIRED TEXTBOOK AND MATERIAL:

The textbook: Employee Training and Development by Raymond A. Noe, 8th edition, with Connect Access, McGraw-Hill Irwin Publishing.