

**BUS 278/Lecture/E – Training & Development**

*Credits 3.00, 3 hours per week*

Official Course description:

This course covers the procedures involved in developing and implementing a training program, and also provides participants with practical instructional skills. Topics include: training and development compared; methods for the determination of training needs; critical survey of training and development methods; instructional techniques; systematic assessment of training/development courses and programs.

*Prerequisites and/or co-requisites - BUS271 or permission of the Chair.*

**Instructor**

Gerri Rondot  
S113E  
780-791-4978  
[gerri.rondot@keyano.ca](mailto:gerri.rondot@keyano.ca)

**Office Hours**

Monday, 5:00 pm – 6:20 pm  
Tuesday, 5:00 pm – 6:20 pm  
Thursday, 4:30 pm – 6:20 pm

**Hours of Instruction**

Monday, 6:30 pm – 9:20 pm

**Required Resources**

Managing Performance through Training and Development, Saks/Haccoun, 6<sup>TH</sup> Ed. ISBN 978-0-17-65-733-6

**Course Learning Objectives****Student will be able to:**

1. Identify the importance of Training & Development
2. Link Training and Development to strategic business practices
3. Determine training needs by performing a needs assessment
4. Identify the various ways learning occurs
5. Develop and apply transfer of learning methodologies
6. Evaluate training efforts
7. Deliver training using traditional and new technologies
8. Recognize current employee development methodologies
9. Understand special issues in training and development
10. Relate training to career management issues

**Evaluation**

In-Class Assignments.....	30%
Presentations.....	40%
Final Exam.....	30%
Total	100%

*A grade of C- is required for progression or transfer.*

**In-Class Assignments**

Each week, we will be working on an application assignment, either the Case at each Chapters' end or other current articles and items of interest that are germane to contemporary organizations. These assignments will allow you to apply your course work to Training & Development issues such as best-in-class methods of T & D, identifying Training Needs, and practicing different instructional techniques.

**Presentations**

Students are responsible to prepare and present various types of Presentations throughout the course. More specific guidelines will be discussed in class.

**Grading System**

Descriptor	Alpha Grade	4.0 Scale	Percent	Rubric for Letter Grades
Excellent	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
	A	4.0	85 – 92.9	
Good	A-	3.7	80 – 84.9	
	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
Satisfactory	B-	2.7	70 – 73.9	
	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
	C-	1.7	60 – 63.9	
	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support, or is poorly written or did not use proper format.
Minimum Pass	D	1.0	50 – 54.9	
	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.
Failure				

- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College 2015-2016 credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

**Specialized Supports**

**Counselling and Disability Services**

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

**SKILL Centre**

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

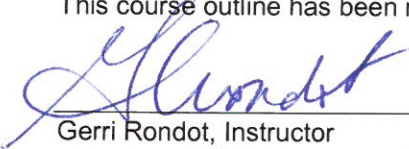
The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.


**Teaching and Learning Methodologies**


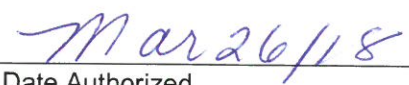
This is an interactive and team driven course. High levels of creativity and teamwork are recommended for maximum success. Bringing personal experience and experiences into each class via openness and sharing, course content will be enriched. High level of engagement is required.

**Authorization**

This course outline has been reviewed and approved by the Program Chair.

  
 Gerri Rondot, Instructor

  
 Nermin Zukic, Chair Date Authorized

  
 Vincella Thompson, Dean   
Date Authorized

**Signed copies to be delivered to:**

Gerri Rondot  
 Registrar's Office



Proposed Schedule of Topics

WEEK	TOPIC
1	The Training & Development Process
2	Organizational Learning, Learning & Motivation
3	The Needs Analysis Process
4	Training Design
5	Off-the-job Training Methods
6	On-the-job Training Methods
7	Technology-Based Training Methods
8	Training Delivery
9	Transfer of Training
10	Training Evaluation
11	The Costs & Benefits of Training Programs
12	Training Programs & Management Development
13	Presentations
14	Final Exam (cumulative)

Please Note:

Date and time allotted to each topic is subject to change.

**Performance Requirements**

**Student Responsibilities**

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

**Student Attendance**

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

**Academic Misconduct**

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work