

BUS 278E - Training and Development

3 credits, 16 weeks, 3 hours lecture

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: BUS 271 or permission of the Program Chair

Instructor

Kailey Armstrong
kailey.armstrong@keyano.ca

Office Hours

Appointments available upon request.

Hours of Instruction

Wednesday, 6:30-9:30 p.m., Room 267

Required Resources

Employee Training & Development, Canadian Edition, Noe/Peacock, McGraw-Hill Ryerson,
ISBN # 978-0-07-093841-0

Course Outcomes

1. Develop self-awareness or self-knowledge as the starting point for effectiveness at work.
2. Determine your strengths and how they can be effectively applied to your career and life choices
3. Gain understanding and insight into your personality, attitudes, and behaviors
4. Set appropriate life and career goals
5. Learn and apply team building skills
6. Recognize and manage sensitive interpersonal situations
7. Develop strategies to manage conflict
8. Understand the value of diversity
9. Manage others effectively
10. Increase productivity
11. Increase your ability to contribute to organizations, your community, and your family.

Evaluation

Final course marks will be derived as follows:

Assignment 1: Individual Learning Assessment	10%
Assignment 2: Training Methods & Presentation	15%
Assignment 3: Team Case Study	15%
Assignment 4: Company Analysis & Presentation	20%
In Class Participation/Group Work	10%
Final Examination	<u>30%</u>
	100%

A grade of C- is required for progression.

The minimum standard for passing this course is a grade of D (50%).

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 – 93.9
	A-	3.7	80 – 86.9
Good	B+	3.3	77 – 79.9
	B	3.0	74 – 76.9
	B-	2.7	70 – 73.9
Satisfactory	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
Progression	C-	1.7	60 – 63.9
Poor	D+	1.3	57 – 59.9
Min Pass	D	1.0	50 – 56.9
Failure	F	0.0	< 50

Performance Requirements**CLASS POLICIES****1. Student Attendance**

Class attendance is very important. It not only maximizes a students' learning experience, but 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, students are responsible for their 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 and ensuring that they are prepared for the next class, including the completion of any due assignments or preparation for an upcoming exam. Additionally, students must be present in class to obtain participation marks for that particular class.

2. Late/Incomplete Assignments

All assignments are to be submitted at the beginning of the class in which they are due. Any incomplete or late assignments will result in a zero unless a doctor's note is provided. Other reasonable explanations for late assignments will be considered at the instructor's discretion. In

approved cases, the missed assignment will be added to the weighting of the final exam or the assignment is submitted on a later date determined by the instructor. Unless otherwise indicated, all assignments are to be submitted electronically via email to kailey.armstrong@keyano.ca.

3. Academic Misconduct (page 32 of the Credit Calendar)

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
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Submitting the same material for credit in two courses, without permission from the instructor(s).

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

4. Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program Office at 792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119)

Course Schedule

Class Date	Reading Required	Assessment Due
September 3	Chapter 1	
September 10	Chapter 2 & 3	
September 17	Chapter 4	Assignment 1
September 24	Chapter 5	
October 1	Chapter 6	Assignment 2: Part 1 Group Presentations
October 8	Chapter 7	
October 15	Chapter 9	
October 22	Chapter 8	
October 29	Chapter 10	Assignment 2: Part 2
November 5	Chapter 11	
November 12	Chapter 12	
November 19	Chapter 13	Assignment 3
November 26	Chapter 14	
December 3	Chapter 15	
December 10	Assignment 4 - Presentations	
December 17	Final Exam	

Please Note: This course outline may be modified to facilitate unforeseen time constraints. Date and time allotted to each topic is subject to change.

Authorization

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

Kailey Armstrong, Instructor

Gina Langager, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office