

BUS 278E Training and Development

3 credits, 14 weeks, 3 hours

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.

Instructor

Kailey Armstrong
kailey.armstrong@keyano.ca

Office Hours

Appointments available upon request.

Hours of Instruction

Thursday: 6:30 – 9:30 PM

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:

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

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

Course Schedule

Class Date	Reading Required	Assessment Due
January 10	Chapter 1	
January 17	Chapter 2 & 3	
January 24	Chapter 4	Assignment 1
January 31	Chapter 5	
February 7	Chapter 6	Assignment 2: Part 1 Group Presentations
February 14	Chapter 7 and 8	
February 21	Chapter 9	Assignment 2: Part 2
February 28	Reading Week – No Class	
March 7	Chapter 10 & 11	
March 14	Chapter 12	
March 21	Chapter 13	Assignment 3
March 28	Chapter 14	
April 4	Chapter 15	
April 11	Group Project Preparation Session	
April 18	Company Presentations	Assignment 4
April 25	Final Exam	

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. Please refer to page 32 of the Credit Calendar.

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 studying for an examination that may be taking

place. Additionally, students must be present in class to obtain participation marks for that particular date.

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 which case the weighting for 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's discretion.

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:

- a. Plagiarism or the submission of another person's work as one's own
- b. The use of unauthorized aids in assignments or examinations (cheating)
- c. Collusion or the unauthorized collaboration with others in preparing work
- d. The deliberate misrepresentation of qualifications
- e. The willful distortion of results or data
- f. Substitution in an examination by another person
- g. 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)

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