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

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


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
<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Percent</th>
<th>Rubric for Letter Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Pass</td>
<td>C-</td>
<td>1.7</td>
<td>60 - 63.9</td>
<td>Work is completed in a general way with formatting, neatness, and some developed ideas but needs more attention to clarity, style and writing.</td>
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<tr>
<td>Progression</td>
<td>C</td>
<td>2.0</td>
<td>64 - 66.9</td>
<td>Work is generally of high quality, well developed ideas, creativity, and excellent writing, clarity, and proper format.</td>
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<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.3</td>
<td>67 - 69.9</td>
<td>Work is developed well written, neat, clear, and well formatted with proper form and style.</td>
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<tr>
<td>Good</td>
<td>B-</td>
<td>2.7</td>
<td>70 - 73.9</td>
<td>Work is generally of high quality, well developed ideas, creativity, and excellent writing, clarity, and proper format.</td>
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<tr>
<td>Excellent</td>
<td>A-</td>
<td>3.7</td>
<td>80 - 84.9</td>
<td>Work is generally of high quality, well developed ideas, creativity, and excellent writing, clarity, and proper format.</td>
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<tr>
<td>A</td>
<td>4.0</td>
<td>85 - 92.9</td>
<td>Work is generally of high quality, well developed ideas, creativity, and excellent writing, clarity, and proper format.</td>
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<tr>
<td>A+</td>
<td>4.0</td>
<td>&gt; 92.9</td>
<td>Work is generally of high quality, well developed ideas, creativity, and excellent writing, clarity, and proper format.</td>
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<th>Failure</th>
<th>F</th>
<th>0.0</th>
<th>0 - 59.9</th>
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**Grading System:**

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

In-Class Assignments:

A grade of C is required for progression or transfer.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Final Exam</td>
<td>40%</td>
</tr>
<tr>
<td>Presentations</td>
<td>40%</td>
</tr>
<tr>
<td>In-Class Assignments</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
- 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 learn.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.

[Signature]
Gerri Rondot, Instructor

[Signature]
Vincella Thompson, Dean

[Signature]
Nermin Zukic, Chair

Date Authorized
Mar 26, 2018

Signed copies to be delivered to:
Gerri Rondot
Registrar’s Office
Collusion of the unauthorized collaboration with others in preparing work

• The use of unauthorized aids in assignments or examinations (cheating)

• Plagiarism of the submission of another person's work as one's own

Dishonesty may take many forms, such as:

Students are expected to be responsible adults and should adhere to principles of intellectual integrity.

Academic Misconduct

The completion of assignments and exams will be graded. You are responsible for your own learning and performance in this course.

Second, attending class is a good way to keep informed of materials relating to the administration of the course.

Students who miss classes are responsible for

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience.

Student Attendance

Student Code of Conduct Policies

Schedule in the Keyano College Credit Calendar.

Students are responsible for your own learning and performance in this course.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College

Student Responsibilities

Performance Requirements

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

Final Exam (cumulative)

14

Prescriptions

13

Training Programs & Management Development

12

The Costs & Benefits of Training Programs

11

Training Evaluation

10

Transfer of Training

9

Training Delivery

8

Technology-Based Training Methods

7

On-The-Job Training Methods

6

Off-The-Job Training Methods

5

Training Design

4

The Needs Analysis Process

3

Organizational Learning, Learning & Motivation

2

The Training & Development Process

1

Proposal Schedule of Topics

Winter, 2018