



Western Technical College

## 10116159 Organizational Training and Development

### Course Outcome Summary

#### Course Information

<b>Description</b>	Following the study of the basics of training, students analyze local organizations to determine both training needs and the most appropriate training methodologies, in order to solve common business problems. Teams of students develop training plans, create a sample lesson plan, and present the lesson to the class.
<b>Career Cluster</b>	Business Management and Administration
<b>Instructional Level</b>	Associate Degree Courses
<b>Total Credits</b>	3
<b>Total Hours</b>	54

#### Textbooks

*Human Resource Development: Talent Development with MindTap*. 7th Edition. Copyright 2017. Werner, Jon M. Publisher: Cengage Learning. **ISBN-13:** 978-1-305-57664-3. Required.

#### Success Abilities

1. Cultivate Passion: Expand a Growth-Mindset
2. Cultivate Passion: Increase Self-Awareness

#### Program Outcomes

1. Develop training programs

#### Course Competencies

1. Summarize the training process.

### **Assessment Strategies**

- 1.1. Oral Presentation
- 1.2. Written Objective Test (score 70% or higher)

### **Criteria**

*You will know you are successful when:*

- 1.1. you investigate assigned method of training
- 1.2. you provide advantages of assigned method of training
- 1.3. you provide disadvantages of assigned method of training
- 1.4. you provide examples of assigned method of training

### **Learning Objectives**

- 1.a. Identify steps in the training design process
- 1.b. Describe ways in which trainers can ensure employee readiness for training
- 1.c. Recognize various ways to optimize the learning environment
- 1.d. Explain transfer of training
- 1.e. Identify training methods for a training session/lesson
- 1.f. Describe how to evaluate training

## **2. Relate the strategic planning process to training.**

### **Assessment Strategies**

- 2.1. Oral Presentation
- 2.2. Written Objective Test (score 70% or higher)

### **Criteria**

*You will know you are successful when:*

- 2.1. you investigate models for organizing training departments
- 2.2. you compare pros of models for organizing a training department
- 2.3. you compare cons of models for organizing a training department
- 2.4. you orally defend findings of training department organization

### **Learning Objectives**

- 2.a. Define vision, mission, goals & strategies
- 2.b. Explain how strategic planning relates to training
- 2.c. Relate demographic and global trends to training
- 2.d. Compare models for organizing a training department
- 2.e. Explore the SWOT method of strategic planning

## **3. Relate how learning process impacts program design.**

### **Assessment Strategies**

- 3.1. Written Objective Test (score 70% or higher)
- 3.2. Written Product - Mind Map

### **Criteria**

*You will know you are successful when:*

- 3.1. you prepare mind map of the learning theories
- 3.2. you use 10 words or fewer in mind map
- 3.3. you identify internal and external conditions for various learning outcomes
- 3.4. you document what is required for training plans

### **Learning Objectives**

- 3.a. Examine how the learning domains relate to learning outcomes and impact instructional design
- 3.b. Examine how learning theories relate to learning outcomes and impact instructional design
- 3.c. Explain how learners process, store, retrieve, act upon information and how that impacts your methods of instruction
- 3.d. Describe the various considerations when preparing the training site
- 3.e. List what is included in a training plan
- 3.f. Assign internal and external conditions necessary for learning outcomes

## **4. Determine one's own preferred learning style(s).**

**Assessment Strategies**

- 4.1. Self Assessment
- 4.2. Reflection

**Criteria**

*You will know you are successful when:*

- 4.1. you complete a Myers-Briggs Inventory
- 4.2. you complete learning style exercises
- 4.3. you investigate impact of preference on work habits
- 4.4. you utilize the findings of assessments to practice new tools to enhance learning

**Learning Objectives**

- 4.a. Assess individual learning style(s)
- 4.b. Investigate most effective learning tools for individual learning style(s)
- 4.c. Exercise techniques to enhance individual learning

**5. Research various training methods.****Assessment Strategies**

- 5.1. Presentation
- 5.2. Written Objective Test

**Criteria**

*You will know you are successful when:*

- 5.1. you utilize different training methods when presenting a training lesson/session
- 5.2. you provide strengths of different training methods
- 5.3. you provide weaknesses of different training methods
- 5.4. you list advantages of technologies used in training
- 5.5. you list disadvantages of technologies used in training

**Learning Objectives**

- 5.a. Investigate various traditional and nontraditional training methods
- 5.b. Elaborate on the various advantages and disadvantages of technologies utilized in training
- 5.c. Discuss the strengths and weaknesses of training methods
- 5.d. Utilize various training methods

**6. Complete a training needs assessment.****Assessment Strategies**

- 6.1. Written Product
- 6.2. Project

**Criteria**

*You will know you are successful when:*

- 6.1. you complete task analysis
- 6.2. you complete organizational analysis
- 6.3. you complete person analysis
- 6.4. you provide assessment tools used in formulating needs assessment

**Learning Objectives**

- 6.a. Complete organizational analysis
- 6.b. Document task analysis
- 6.c. Produce person analysis

**7. Select training priority.****Assessment Strategies**

- 7.1. Project
- 7.2. Written Product

**Criteria**

*You will know you are successful when:*

- 7.1. you select one training area
- 7.2. you justify highest priority need
- 7.3. you develop lesson plan for that topic
- 7.4. you develop a training plan for that topic

**Learning Objectives**

- 7.a. Evaluate the various training topics resulting from the needs assessment
- 7.b. Develop a prioritized list of training topics
- 7.c. Select a primary training topic for the development of a training session

**8. Develop a training plan.**

**Assessment Strategies**

- 8.1. Project
- 8.2. Written Product

**Criteria**

*You will know you are successful when:*

- 8.1. you complete a design document template
- 8.2. you create a course outline
- 8.3. you complete a detailed lesson plan
- 8.4. you design an evaluation tool

**Learning Objectives**

- 8.a. Create design document template for training topic
- 8.b. Design a course outline
- 8.c. Complete a detailed lesson plan
- 8.d. Design a lesson evaluation plan and tool

**9. Determine various training methods and tools in the development and presentation of training session/lesson.**

**Assessment Strategies**

- 9.1. Project

**Criteria**

*You will know you are successful when:*

- 9.1. you utilize at least three different training methods when presenting a training lesson/session
- 9.2. you attain training lesson's objectives
- 9.3. you implement evaluation tool
- 9.4. you complete training session within provided time parameters

**Learning Objectives**

- 9.a. Implement lesson plan in 50 minute training session
- 9.b. Integrate at least three different training methods/technologies into the lesson
- 9.c. Implement evaluation

**10. Produce an annotated bibliography of organizational training and development sources.**

**Assessment Strategies**

- 10.1. Written Product

**Criteria**

*You will know you are successful when:*

- 10.1. you list at least five websites in annotated bibliography
- 10.2. you select websites which contain several articles about the subject matter
- 10.3. you describe website contents in his or her own words without plagiarizing
- 10.4. you document annotated bibliography using proper grammar, punctuation and spelling

**Learning Objectives**

- 10.a. Identify websites containing multiple articles on training and development

10.b. Annotate websites with brief descriptions of the information found in each reference