

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

Sault Ste. Marie, Ontario

COURSE OUTLINE

COURSE TITLE: Training & Development

CODE NO. BUS134 SEMESTER:

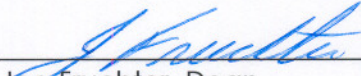
PROGRAM: Human Resources Practices

AUTHOR:

DATE:

PREVIOUS OUTLINE DATED:

APPROVED:



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School of Business, Hospitality,
Natural Resources & Computer Studies

DATE:

97 05 23

TOTAL CREDITS:

3

PREREQUISITES:

LENGTH OF COURSE: _____

TOTAL CREDITS HOURS: _____

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TOTAL CREDIT HOURS: 45

I. PHILOSOPHY/GOALS:

This course provides the student with an understanding of the role of training and development in human resource management.

II. STUDENT PERFORMANCE OBJECTIVES:

The student will become familiar with the psychology of the learning process on which training is based on and will gain a basic knowledge of the design and implementation of training programs within organizations.

III. TOPICS TO BE COVERED:

Topic 1. Introduction and Overview

Reading: Laird, Chs. 1, 2

Topic 2. The Role and Training in Human Resource:

- Management
- The Training and Development Unit
- Activities of Training and Developing Managers

Reading: Laird, Chs. 3, 4

Topic 3. Training Needs Analysis:

- Organizational Analysis
- Individual Objectives
- Alternatives to Training

Reading: Laird, Chs. 5 - 7

Topic 4. The Learning Process:

- Learning Objectives
- How People Learn

Reading: Laird, Chs. 8, 9

Topic 5. Methods and Techniques of Training:

- The Range of Methods
- Instructor Behaviour
- Instructional Aids and Environment

Reading: Laird, Chs. 10 - 13

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III. TOPICS TO BE COVERED (CONT'D):

- Topic 6. Program Evaluation:
- Measurement
- Evaluation

Reading: Laird, Chs. 14 - 16

- Topic 7. Staffing the Training Function

Reading: Laird, Chs. 17, 18

IV. REQUIRED STUDENT RESOURCES:

Recommended Texts

Laird, Dugan: Approaches to Training and Development, Revised 2nd Edition, Addison-Wesley, 1985.

Alternative Texts and References

Buckley, Roger and Jim Caple: The Theory and Practice of Training, San Diego: University Associates, 1990.

Silberman, Mel: Active Training: A Handbook of Techniques, Designs, Case Examples, and Tips, San Diego: University Associates, 1990.

Goldstein, Irwin L.: Training in Organizations: Needs Assessment, Development, and Evaluation (2nd Edition), Belmont, CA: Brooks/Cole, 1986.

Nadler, Leonard: Designing Training Programs: The Critical Events Model, Addison-Wesley, 1982.

Spaid, Ora A.: The Consummate Trainer, Prentice-Hall, 1986.

Wexley, Kenneth M. and Gary D. Latham: Developing and Training Human Resources in Organizations, Harper Collins, 1991.

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VI. SPECIAL NOTES:

Those candidates seeking credit by examination may find it useful to consult relevant chapters in human resource management survey text to help place training and development in context. The human resource administration outline for the course identifies several such volumes.

Examinations will use short essay formats and will emphasize conceptual, program and policy issues.