



COURSE OUTLINE: RES0240 - TRAINING AND DEVELOP

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Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	RES0240: TRAINING AND DEVELOPMENT
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semesters/Terms:	19W
Course Description:	The industry requires first-level supervisors who have the potential to satisfy the needs of a demanding industry. This course meets one of the greatest needs, a supervisor who possesses the skill sets to train people. Training is critical to any business but particularly the culinary environment because of its fluctuating staff requirements. This course will provide students with the opportunity to develop training skills that will add to their professional portfolio and also help to raise industry standards.
Total Credits:	4
Hours/Week:	4
Total Hours:	60
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D
Books and Required Resources:	no book required handouts will be provided
Course Outcomes and Learning Objectives:	Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:



Course Outcome 1	Learning Objectives for Course Outcome 1
Demonstrate an understanding of the principles of adult education.	<ul style="list-style-type: none"> `` Complete an assessment of your own learning style `` Identify and explain the 10 principles of adult learning
Course Outcome 2	Learning Objectives for Course Outcome 2
Identify and explain the format for a standard training module.	<ul style="list-style-type: none"> `` Explain the importance of determining the learning outcomes for the training module through completion of a needs analysis and topic analysis `` Discuss the importance of sequencing topics and resource material `` Explain the role of the trainer (facilitator) `` Identify and explain the standard teaching strategies, lecture, group discussions, individual exercises, demonstrations, questions and answers, circle response, role plays, simulation, case studies, presentations, icebreakers, brainstorming, guest speakers and field trips `` Identify methods of encouraging participation `` Outline the methods used to evaluate the training session
Course Outcome 3	Learning Objectives for Course Outcome 3
Develop a training module for a specific area of food and beverage operations.	<ul style="list-style-type: none"> `` Select a specific training topics `` Follow the standardized training format `` Develop a training module on the chosen topic using your knowledge of curriculum development and delivery `` Use a questionnaire to capture student feedback and make adjustments
Course Outcome 4	Learning Objectives for Course Outcome 4
Plan, organize and run a small training workshop.	<ul style="list-style-type: none"> `` Determine the date, time and room for the training session `` Prepare training material for your participants `` Set up your training room in advance `` Run your training workshop `` Have each student complete the peer evaluation form in order to evaluate the workshop from a trainee perspective `` Conduct a post-meeting review to evaluate the success of the training workshop `` Complete a self-evaluation form
Course Outcome 5	Learning Objectives for Course Outcome 5
Apply training principles in the planning, organizing and operation of an a la carte environment.	<ul style="list-style-type: none"> `` Participate in the development of job descriptions and task lists for the hospitality industry `` Create and revise training content in the Teaching Restaurant` s Procedures Manual
Course Outcome 6	Learning Objectives for Course Outcome 6
Develop ongoing personal professional development strategies and plans to enhance leadership and management skills for the culinary environment.	<ul style="list-style-type: none"> `` Solicit and use constructive feedback in the evaluation of his/her knowledge and skills `` Identify various methods of increasing professional knowledge and skills `` Apply principles of time management and meet deadlines `` Recognize the importance of the guest, the server-guest relationship, and the principles of good service `` Identify and analyze how training has to be adjusted to



accommodate the audience, such as younger employees and employees with different cultural backgrounds and how this benefits the employer as well as the employees.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Attendance/Participation/Professionalism	20%	
Exam 1	10%	
Exam 2	10%	
Project 1	15%	
Project 2	20%	
Project 3	25%	

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:



1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:

December 14, 2018

Please refer to the course outline addendum on the Learning Management System for further information.

