Meeting Times

- Mondays, **6:00 PM to 9:00 PM, CST** on Zoom
  - Every student must have access to the internet AND have the ability to be on camera when the class is meeting.
  - **Due to having students in 3 time zones, we will meet on Zoom for 3 hours each week. To make up for the 90 min of lost classtime each week, there will be a quiz due BEFORE the start of each class (will take approximately 30 minutes) AND an online discussion that must be completed within 24 hours of the end of each class (this assignment will take approximately one hour).**
- **Due to the first Monday falling on Memorial Day, the first night of class will be on Tuesday, June 1, 2021, on Zoom from 6-9 pm CST**
- **Due to Week 6 falling on July 5th (holiday for July 4th), week 6 class will be held on Tuesday, July 6, 2021, on Zoom from 6-9 pm CST**

Description

Rapid changes in technology and job design, along with the increasing importance of learning- and knowledge-based organizations, make training and development an increasingly important topic in human resources development. In this course, the student will learn how to:

1. Identify training and development needs through needs assessments,
2. Analyze jobs and tasks to determine training and development objectives,
3. Create appropriate training objectives,
4. Design effective training and development programs using different techniques or methods,
5. Implement a variety of different training and development activities, and
6. Evaluate training and development programs.

Requisites

None

Outcomes

1. Students will be able to **perform** a needs assessment.
2. Students will be able to **analyze** jobs and tasks to determine training and development objectives.
3. Students will be able to **create** appropriate training objectives.
4. Students will be able to **design** effective training and development programs.
5. Students will be able to **implement** a variety of training and development activities.
6. Students will be able to **evaluate** training and development programs.

Required Textbook

Employee Training & Development

- **Author:** Noe
- **Publisher:** MCG
- **Edition:** 8th
- **ISBN:** 978-1260043747

Campus Information

**Key Dates:**
- **Term Dates:** May 31 - July 31, 2020
- **Last day to Drop:** check link above
- **Last Day to Withdraw:** check link above
Final Grades Due: July 31, 2021

Holidays:
- May 31, 2020 Memorial Day - (U.S. Campuses closed; no classes)
- July 5, 2021 Independence Day (Campus closed, no classes)