

SYLLABUS
TRAINING & DEVELOPMENT
250-753 – Summer 2006 (Web based)

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Office hours:

Tuesday & Thursday 5:30 - 6:30 PM
I will be on line each day during the course – unless I notify you otherwise.

Class Meeting

250753-01 This is an on-line class.

My office phone has an answering machine which I check regularly. I also check my e-mail regularly during office hours and several times a day on other days. I also check it from home on most weekends.

Due dates – etc.

The last page of this syllabus contains a summary of dates – the date each module opens (when you can see it) and the date the materials in that module are due.

Module objectives:

This is an approved course in the **Managing Technology Module of the MBA program**. As such it has the following module objectives:

- Understand, select, evaluate and apply appropriate technology in business settings.
- Develop a strong conceptual understanding of the factors that affect the successful management of innovation and technological change.
- Gain knowledge of human factors that will help students manage technology, training, and development in the business setting.
- Identify trends in technology and how they affect the business environment.

Course Objectives:

- To understand the history and basic concepts of organizational training and development.
- To develop a strong conceptual understanding of the principles which impact how adults learn and be able to apply these principles to work settings.
- To understand the impact and use of technology on the field of training today.
- To be able to use appropriate technology to research & develop an effective needs analysis.
- To understand the trend toward performance management and how this impacts today's training professional.

- To be able to develop an appropriate training strategy for today's organization - using both classroom and distance learning technologies.
- To be able to effectively evaluate a training program using appropriate statistical methods and be able to present this effectively to management.
- To understand and be able to use appropriate training software packages.
- To understand the appropriate distance learning technology and be able to apply this technology to achieve effective learning.
- To be able to select and use the appropriate technology for effective training follow-up.

Catalog Description:

The course will emphasize the theories of Management Training and Development, and the practical application of these theories in today's organizations. Special emphasis will be on current topics in the field of Human Resource Development, including: Training self-directed work teams, managing a diverse work force, and the practical application of designing programs in today's environment. This will include actually designing a needs analysis and training evaluation programs. The course will frame the concept of training and development within the applicable theory of adult learning.

Grading Procedures:

Group Participation	150
Participation in discussions	20
Individual module feedback (IMF)	330
Team project - knowledge development training	350
Team project - distance learning training	150

Final grades will be determined as follows:

940 - 1000	points	A
880 - 939	points	A/B
830 - 879	points	B
780 - 829	points	B/C
700 - 779	points	C
600 - 690	points	D
Less than 600	points	F

Group Participation:

There are a total of 150 points available for group participation in the course. These points will be allocated as follows:

75 points for participation in the knowledge-learning project

These points will be based on an evaluation done by each group for this project. Members will assign each group member from 0 to 75 points based on their participation in these activities. These evaluations will be confidential and your grades for this portion will be based on the average number of points assigned by each group.

75 points for participation in the distance-learning project

In a similar manner, the members of each group will evaluate the participation of the members of the group in this project. Members will assign each group member from 0 to 75 points based on their participation in these activities. These evaluations will be confidential and your grades for this portion will be based on the average number of points assigned by each group.

Participation in discussions and discussions:

There are a total of 20 points available for participation in discussions. These points will be assigned by the instructor based on your involvement in group discussions.

Groups

I will assign groups the early in the class. I will try to create groups with a mix of skills in each group. Each group will work on two major projects. I will allow group members to 'resign' from a group and complete individual assignments, if they choose, and will also allow groups to 'fire' a member - for good cause, in which case the 'fired' member would have to complete assignments individually.

Exams

There will be **no** exams in this course. Each student will have ample opportunity to illustrate their knowledge and writing skills in the Individual assignments discussed below.

Individual module feedback (IMF)

Most of the modules will have some kind of 'feedback' assessment in them. The purpose of this feedback is to let me know you are doing each assignment in a timely and complete manner. The IMF could be a case study to answer, an essay question to respond to, a research assignment to complete, or an objective assessment to complete.

Each of these IMF's will carry an equal weight in grading. There are a total of 11 IMF's and each one will be worth 30 points, thus there will be a total of 330 points for IMF's. The specifics for each IMF will be contained in the appropriate module.

Each group will develop a training program designed to develop in each trainee a knowledge base in an area that was previously underdeveloped and which the trainees are motivated to learn (an assumption). This project will be developed in phases, with un-graded feedback from the instructor at appropriate place in the course (as noted within the modules). The specific phases and grading will be as follows:

Development of training objectives	(40 points)
Training needs analysis	(80 points)
Design and implementation	(120 points)
Budget	(30 points)
Evaluation	(80 points)

Each group will submit a final report, as noted in the modules, which will be graded as shown above.

Part of my objective for you is for you to learn how to develop distance-learning modules on your own, and for you to learn about distance learning technology. To help meet this goal, each group will develop a complete distance learning module. The grading will be based on the following:

Development of specific learning objectives	(15 points)
Content of the module	(30 points)
Activities in the module	(30 points)
Web links used	(30 points)
Interest level in the module	(15 points)
Assessment (quizzes)	(30 points)

NOTE:

The University of Wisconsin-Whitewater is dedicated to a safe, supportive and non-discriminatory learning environment. It is the responsibility of all undergraduate and graduate students to familiarize themselves with University policies regarding Special Accommodations, Misconduct, Religious Beliefs Accommodation, Discrimination and Absence for University Sponsored Events. (For details please refer to the Undergraduate and Graduate Timetables; the “Rights and Responsibilities” section of the Undergraduate Bulletin; the Academic Requirements and Policies and the Facilities and Services sections of the Graduate Bulletin; and the “Student Academic Disciplinary Procedures” [UWS Chapter 14]; and the “Student Non-academic Disciplinary Procedures” [UWS Chapter 17]).

Attendance Policy

There is no class – but everything is due on the date shown on the last page of the syllabus. Being late will require special permission. Communicate with me if you have a problem.

Course Material

The text for this course is:

Human Resource Development, 4th. Ed. Werner, J. M. & DeSimone, R.L. Thomson/Southwestern (2006).

**CD Rom (250-753 Training and Development)
Or via the streaming server at**

<http://onlinemba.uww.edu/media/mgt753>

DATE MODULE OPENS	DATE MODULE IS DUE	TOPIC	MODULE
May 22	May 29	Introduction to the course	Module 1
May 22	May 29	Introduction of the field of training	Module 2
May 22	May 29	What determines how employees behave	Module 3
May 29	June 5	How and why adults learn	Module 4
May 29	June 5	Determining training needs	Module 5
June 5	June 12	Designing a training program	Module 6
June 5	June 12	Methods used to train employees	Module 7

June 12	June 19	Evaluating HRD programs	Module 8
June 12	June 19	Computer based learning Distance learning	Module 9
June 12	June 19	Orientation Performance consulting versus training	Module 10
June 19	June 26	Skills training	Module 11
June 19	June 26	Student focus on the projects	Module 12
June 19	June 26	Management development Organizational development	Module 13
June 26	June 30	Total quality management/Team building Experiential learning	Module 14
June 26	June 30	Conclusion and wrap-up – all projects due	Module 15