

Course Syllabus

NTM 3400 TRAINING THE TRAINER Spring Semester 2015

Instructor: Dr. Diana J. Green, EH 378, 626-6821, djgreen@weber.edu (<mailto:djgreen@weber.edu>)

Textbook: Beebe, Steven A., Mottet, Timothy P., and Roach, K. David. (2013). *Training and Development: Communicating for Success (2nd Ed.)*. ISBN: 0-205-00612-4 or 978-0-205-00612-0.

Course Description: Real-world strategies and techniques to provide better employee training, including development of materials and methods to enhance the learning process.

Course Objectives: Upon completion of this course, students will be able to do the following:

1. Plan a needs analysis for a training program.
2. Identify training needs.
3. Evaluate and assess the mature learner and his or her needs.
4. Design a training module/program with written objectives that contain statements of performance.
5. Design/create a training program to facilitate interactive training techniques.
6. Create a training program and identify activities that can be conducted at the beginning, middle, or end of the various sessions.
7. Create and revise evaluation forms for the training.
8. Accurately assess the training program in relation to skills taught.
9. Create visual aids to follow correct design criteria for effective learning.
10. Implement evaluation techniques that will best assess the effects of the training program.

Grading: The final grade for this course is based on the following scale:

93% - 100 % = A	87% - 89% = B+	77% - 79% = C+	67% - 69% = D+
90% - 92% = A-	83% - 86% = B	73% - 76% = C	63% - 66% = D
	80% - 82% = B-	70% - 72% = C-	60% - 62% = D-
	Assignments	35%	
	Attendance	15%	
	Tests and Quizzes	50%	Total 100%

Notes

- Attendance is required for all training sessions presented by students and for in-class activities.
- All assignments are to be keyboarded in a professional manner and will be graded on content, organization, completeness, grammar, punctuation, and spelling.
- The last day to withdraw from this class is **March 31, 2015**.
- Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Service Center. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary.
- No late work is accepted without prior approval from the instructor. Late work is subject to a 20% late penalty and must be completed within one week of deadline. No late tests may be taken after the deadline unless a student has extenuating circumstances such as a car accident or hospital emergency. Notification to the instructor must be made within 24 hours of scheduled test date. Late tests that have instructor approval are subject to a 20% late penalty and must be completed within one week of scheduled test date.
- Students are expected to complete their own work. If you are caught cheating in this course, you will be subject to academic discipline including the imposition of University sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU home page, at the office of the Vice President for Student Services, and at the WSUSA Office.

Date	Details	
Thu Jan 15, 2015	Pre-session Questionnaire for 5-minute Training https://weber.instructure.com/courses/353975/assignments/2020850	due by 11:30pm
Thu Jan 22, 2015	Attendance Jan 22 (https://weber.instructure.com/courses/353975/assignments/2020840) Five-Minute Training Session 1 https://weber.instructure.com/courses/353975/assignments/2020827	due by 11:30pm
Thu Jan 29, 2015	I am a trainer who (https://weber.instructure.com/courses/353975/assignments/2020833) Self-Eval of Five-Min Training (https://weber.instructure.com/courses/353975/assignments/2020839) Learning Style Profile (https://weber.instructure.com/courses/353975/assignments/2049246)	due by 11:30pm due by 11:30pm due by 11:59pm

Thu Feb 5, 2015	Ch 3 Needs Assessment Training Survey (https://weber.instructure.com/courses/353975/assignments/2020841)	due by 11:30pm
	Generation Assignment (https://weber.instructure.com/courses/353975/assignments/2020834)	due by 11:30pm
	Instruct'I Styles Diagn Invent (https://weber.instructure.com/courses/353975/assignments/2020828)	due by 11:30pm
Thu Feb 12, 2015	Writing Training Objectives Assgn (https://weber.instructure.com/courses/353975/assignments/2020843)	due by 11:30pm
Sat Feb 14, 2015	Exam 1 (https://weber.instructure.com/courses/353975/assignments/2020829)	due by 11:30pm
Thu Feb 19, 2015	Role Play and Case Study Inclass (https://weber.instructure.com/courses/353975/assignments/2057124)	due by 11:59pm
Thu Feb 26, 2015	Attendance February 26 (https://weber.instructure.com/courses/353975/assignments/2020849)	due by 11:30pm
	Training Assignment 2 (https://weber.instructure.com/courses/353975/assignments/2020826)	due by 11:30pm
Thu Mar 5, 2015	Guest Speaker 1 (https://weber.instructure.com/courses/353975/assignments/2020847)	due by 11:59pm
	Watch Training 2 Video Self-Eval (https://weber.instructure.com/courses/353975/assignments/2061272)	due by 11:59pm
Thu Mar 19, 2015	Group Training Proposal memo (https://weber.instructure.com/courses/353975/assignments/2020846)	due by 11:30pm
	Guest Speaker 2 (https://weber.instructure.com/courses/353975/assignments/2020845)	due by 11:59pm
Sat Mar 28, 2015	Exam 2 (https://weber.instructure.com/courses/353975/assignments/2020830)	due by 11:59pm
Thu Apr 16, 2015	Group Training Session (https://weber.instructure.com/courses/353975/assignments/2020836)	due by 11:30pm
Thu Apr 23, 2015	April 16 and 23 Group Trainings Attendance (https://weber.instructure.com/courses/353975/assignments/2020848)	due by 11:30pm
Tue Apr 28, 2015	Group Training Self-Eval (https://weber.instructure.com/courses/353975/assignments/2020838)	due by 11:30pm
Wed Apr 29, 2015	Final Exam (https://weber.instructure.com/courses/353975/assignments/2020831)	due by 11:30pm