web 3110 – training the trainer

Instructor

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Phone

801-626-6063

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Office Location

Lampros Hall, Rm. 215A

Office Hours

By appointment only. Please send an email request in advance so an appointment can be scheduled. Depending on my schedule, the meeting may take place on campus or in a virtual environment using Google Hangouts.

Course Description

Course includes real-world strategies and techniques to plan, develop, and deliver employee training, including the development of materials 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.

Required Text

Beebe, Steven A., Mottet, Timothy P., and Roach, K. David. (2012). *Training and Development: Communicating for Success* (2nd Ed.). Upper Saddle River, NJ: Pearson Education Inc. ISBN: 0205006124 or 979-0205006129

Additional electronic documents will be provided in the course modules.

Grading

Assignments = 35%

Tests and Quizzes = 50%

Attendance = 15%

Grading Scheme

A	100%	to 93%
A-	< 93%	to 90%
B+	< 90%	to 87%
B	< 87%	to 83%
B-	< 83%	to 80%
C+	< 80%	to 77%
C	< 77%	to 73%
C-	< 73%	to 70%
D+	< 70%	to 67%
D	< 67%	to 63%
D-	< 63%	to 60%
E	< 60%	to 0%

Attendance, Late Work, and Plagiarism

Attendance is required for all training sessions presented by students and for in-class activities.

Late assignments will receive a 10% deduction for each day late up to a week. After one week, no assignments will be accepted. No late tests may be taken 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.

Technology Requirements

In this class, ALL coursework will be submitted electronically. Each student will be required to create and upload digital documents, scan and upload hard-copy (in-class) exercises, and access web-based software to complete online assignments. The equipment necessary to complete digital coursework includes a computer with an internet connection, a cell phone with a camera, and a printer with scanning capabilities. If a student does not personally own the necessary equipment to digitally submit assignments in this course, they may use the computer lab resources on campus.

Plan ahead! Technical difficulties happen, but it is not acceptable to submit an assignment late because your computer crashes 10 minutes before midnight on the assignment due date. Support services are available. Please call 801-626-7777 for computer related issues, and 801-626-6499 for Canvas related issues.

Cell Phones, Laptops, and Other Distractions

Technology is welcome in the classroom under the condition that it is being used for educational purposes that relate to this course (i.e.- taking notes, researching topics, submitting journals, taking polls / surveys). Any other use is a distraction to the teaching and learning efforts in the classroom. In an effort to provide a distraction free learning space, students are asked to silence cell phones and refrain from browsing the internet, checking email, or text messaging. If there is an emergency, please leave the room to take a phone call or respond to a text. Blatant in-class disruptions will result in a reduction of attendance points.

Americans with Disabilities Act

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD). SSD can also arrange to provide course materials in alternative formats if necessary. You can contact the SSD office by phone: 801-626-6413, video phone: 1-866-682-8207, or email: ssd@weber.edu.

Concussions and Head Injuries

Students who sustain a concussion or a traumatic head injury should immediately report the incident to a faculty member. The student will be excused from actively participating in physical activities for the class until the student is evaluated and cleared by a qualified health care provider to resume participation in class physical activities.

Group Conflicts

Conflict can arise within a work group, particularly when one or more of the members are not fully contributing to the group goal. Should this occur in your group, try and resolve the conflict. If all else fails, invite the instructor to 'mediate' the conflict in order to come to a swift and peaceful resolution. Mediation requires that all group members be present and must be scheduled as promptly as possible.

Conflicts Regarding Class Assignments or Content

"as members of the Weber State University academic community, students shall:

Determine, before the last day to drop courses without penalty, when course requirements conflict with a student's core beliefs. If there is such a conflict, the student should consider dropping the class. A student who finds this solution impracticable may request a resolution from the instructor. This policy does not oblige the instructor to grant the request, except in those cases when a denial would be arbitrary and capricious or illegal. This request must be made to the instructor in writing and the student must deliver a copy of the request to the office of the department head. The student's request must articulate the burden the requirement would place on the student's beliefs." -WSU Policies and Procedures Manual 6-22, Part IV.D.9

Class Schedule

Week	Subject
1	Orientation
2	5 min Training Sessions
3	Learning Styles
4	Instructional Styles
5	Needs Assessment and Task Analysis
6	Developing Content
7	Training #2
8	Training #2
9	Spring Break (NO CLASS)
10	Using Training Methods
11	e-Learning and Presentation Aids
12	Training Plan and Formats / Training #3
13	Training #3
14	Delivering and Assessing Training / Group Planning
15	Training Professionals / Training #4