

# Course Syllabus

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## NTM 3400 TRAINING THE TRAINER

**Instructor:** Dr. Diana J. Green, EH 378, 626-6821, [djgreen@weber.edu](mailto: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%            |                |                |
|                 | 50%            |                |                |

















|                   |  |       |  |
|-------------------|--|-------|--|
| Tests and Quizzes |  | 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.
- 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.
- The last day to withdraw from this class is **March 27, 2018**.
- 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.
- 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.



















## Course Summary:

| Date             | Details  |                |
|------------------|--|----------------|
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689240">Pre-session Questionnaire for 5-minute Training</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689240">https://weber.instructure.com/courses/461100/assignments/3689240</a>              | due by 11:59pm |
| Thu Jan 11, 2018 |  <a href="https://weber.instructure.com/courses/461100/assignments/3689241">Read Chapter 1, Watch Slides, and Create Traditional Outline</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689241">https://weber.instructure.com/courses/461100/assignments/3689241</a> | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689256">Self-Introduction</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689256">https://weber.instructure.com/courses/461100/assignments/3689256</a>  | due by 11:59pm |

| Date             | Details   | due by         |
|------------------|---|----------------|
| Thu Jan 18, 2018 |  <a href="https://weber.instructure.com/courses/461100/assignments/3689219">Ch 3 Training Needs Assessment Survey on Chitester</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689219">https://weber.instructure.com/courses/461100/assignments/3689219</a>            | due by 11:30pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689225">Five-Minute Training Session 1, January 18</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689225">https://weber.instructure.com/courses/461100/assignments/3689225</a>                    | due by 11:30pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689255">Self-Eval of Five-Min Training</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689255">https://weber.instructure.com/courses/461100/assignments/3689255</a>                                | due by 11:30pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689236">Instructional Style Diag LC and IS</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689236">https://weber.instructure.com/courses/461100/assignments/3689236</a>                            | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689238">Learning Style Profile</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689238">https://weber.instructure.com/courses/461100/assignments/3689238</a>  | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689245">Read Chapter 2, Watch Slides, and Create Traditional Outline</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689245">https://weber.instructure.com/courses/461100/assignments/3689245</a>  | due by 11:59pm |
| Fri Jan 19, 2018 |  <a href="https://weber.instructure.com/courses/461100/assignments/3689211">Attendance February 26, 29 March 2, 4</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689211">https://weber.instructure.com/courses/461100/assignments/3689211</a>                         | due by 11:30pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689237">Instruct'I Styles Diagn Invent</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689237">https://weber.instructure.com/courses/461100/assignments/3689237</a>                                | due by 11:30pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689258">Training 2 Oral Training</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689258">https://weber.instructure.com/courses/461100/assignments/3689258</a>                                      | due by 11:30pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689265">Training Assignment 2 Written Documents</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689265">https://weber.instructure.com/courses/461100/assignments/3689265</a>                     | due by 11:30pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689224">Five Adult Assumptions Exercise</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689224">https://weber.instructure.com/courses/461100/assignments/3689224</a>                             | due by 11:59pm |
| Sat Jan 20, 2018 |  <a href="https://weber.instructure.com/courses/461100/assignments/3689221">Exam 1</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689221">https://weber.instructure.com/courses/461100/assignments/3689221</a>  | due by 11:30pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689222">Exam 2</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689222">https://weber.instructure.com/courses/461100/assignments/3689222</a>  | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689239">Presentation Aids in Training Assignment</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689239">https://weber.instructure.com/courses/461100/assignments/3689239</a>                    | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689257">Training 2 Evaluation</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689257">https://weber.instructure.com/courses/461100/assignments/3689257</a>                                       | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689266">Watch Training 2 Video Evaluation of You and Your Teammates</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689266">https://weber.instructure.com/courses/461100/assignments/3689266</a> | due by 11:59pm |

| Date             | Details  | due by         |
|------------------|--|----------------|
| Mon Jan 22, 2018 |  <a href="https://weber.instructure.com/courses/461100/assignments/3689217">Attendance March 28, 30, April 1, 4 Training 3</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689217">https://weber.instructure.com/courses/461100/assignments/3689217</a>                 | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689249">Read Chapter 6</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689249">https://weber.instructure.com/courses/461100/assignments/3689249</a>   | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689250">Read Chapter 7</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689250">https://weber.instructure.com/courses/461100/assignments/3689250</a>   | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689259">Training 3</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689259">https://weber.instructure.com/courses/461100/assignments/3689259</a>   | due by 11:59pm |
| Wed Jan 24, 2018 |  <a href="https://weber.instructure.com/courses/461100/assignments/3689214">Attendance Group Planning 3</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689214">https://weber.instructure.com/courses/461100/assignments/3689214</a>                                    | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689220">Ch 9 Three Training Plan Formats</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689220">https://weber.instructure.com/courses/461100/assignments/3689220</a>                               | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689233">Guest Speaker 1 Carlee Hansen</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689233">https://weber.instructure.com/courses/461100/assignments/3689233</a>                                  | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689234">Guest Speaker 2</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689234">https://weber.instructure.com/courses/461100/assignments/3689234</a>  | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689253">Reflection of Carlee Hansen's Training</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689253">https://weber.instructure.com/courses/461100/assignments/3689253</a>                        | due by 11:59pm |
| Thu Jan 25, 2018 |  <a href="https://weber.instructure.com/courses/461100/assignments/3689226">Generation Assignment</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689226">https://weber.instructure.com/courses/461100/assignments/3689226</a>  | due by 11:30pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689268">Writing Training Objectives Assgn</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689268">https://weber.instructure.com/courses/461100/assignments/3689268</a>                            | due by 11:30pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689218">Case Study Inclass Activitiy</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689218">https://weber.instructure.com/courses/461100/assignments/3689218</a>                                 | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3711366">Read Chapter 3, Watch Slides, and Create Traditional Outline</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3711366">https://weber.instructure.com/courses/461100/assignments/3711366</a> | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689247">Read Chapter 4</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689247">https://weber.instructure.com/courses/461100/assignments/3689247</a>   | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689248">Read Chapter 5</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689248">https://weber.instructure.com/courses/461100/assignments/3689248</a>   | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689254">Role Play Inclass Activity</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689254">https://weber.instructure.com/courses/461100/assignments/3689254</a>                                   | due by 11:59pm |

| Date             | Details  |                |
|------------------|--|----------------|
| Fri Jan 26, 2018 |  <a href="https://weber.instructure.com/courses/461100/assignments/3689212">Attendance Group Planning 1</a><br>( <a href="https://weber.instructure.com/courses/461100/assignments/3689212">https://weber.instructure.com/courses/461100/assignments/3689212</a> )  | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689215">Attendance Group Planning 4</a><br>( <a href="https://weber.instructure.com/courses/461100/assignments/3689215">https://weber.instructure.com/courses/461100/assignments/3689215</a> )  | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689242">Read Chapter 10</a><br>( <a href="https://weber.instructure.com/courses/461100/assignments/3689242">https://weber.instructure.com/courses/461100/assignments/3689242</a> )              | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689243">Read Chapter 11</a><br>( <a href="https://weber.instructure.com/courses/461100/assignments/3689243">https://weber.instructure.com/courses/461100/assignments/3689243</a> )              | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689244">Read Chapter 12</a><br>( <a href="https://weber.instructure.com/courses/461100/assignments/3689244">https://weber.instructure.com/courses/461100/assignments/3689244</a> )              | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689251">Read Chapter 8</a><br>( <a href="https://weber.instructure.com/courses/461100/assignments/3689251">https://weber.instructure.com/courses/461100/assignments/3689251</a> )               | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689252">Read Chapter 9</a><br>( <a href="https://weber.instructure.com/courses/461100/assignments/3689252">https://weber.instructure.com/courses/461100/assignments/3689252</a> )               | due by 11:59pm |
|                  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689261">Training 4 Attendance Team 1</a><br>( <a href="https://weber.instructure.com/courses/461100/assignments/3689261">https://weber.instructure.com/courses/461100/assignments/3689261</a> ) | due by 11:59pm |

| Date   | Details   |                |
|--|---|----------------|
| Mon Jan 29, 2018   |  <a href="https://weber.instructure.com/courses/461100/assignments/3689231">Group Training Self-Eval and Group Eval</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689231">https://weber.instructure.com/courses/461100/assignments/3689231</a> | due by 11:30pm |
|  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689232">Group Training Session</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689232">https://weber.instructure.com/courses/461100/assignments/3689232</a>                  | due by 11:30pm |
|  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689213">Attendance Group Planning 2</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689213">https://weber.instructure.com/courses/461100/assignments/3689213</a>             | due by 11:59pm |
|  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689227">Group 4 Analysis of SurveyMonkey Exam</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689227">https://weber.instructure.com/courses/461100/assignments/3689227</a>   | due by 11:59pm |
|  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689228">Group Participation Evaluation</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689228">https://weber.instructure.com/courses/461100/assignments/3689228</a>          | due by 11:59pm |
|  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689229">Group Training MCTP, TCO, Slides, HO</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689229">https://weber.instructure.com/courses/461100/assignments/3689229</a>    | due by 11:59pm |
|  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689230">Group Training Proposal</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689230">https://weber.instructure.com/courses/461100/assignments/3689230</a>                 | due by 11:59pm |
|  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689260">Training 3 Evaluation</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689260">https://weber.instructure.com/courses/461100/assignments/3689260</a>                   | due by 11:59pm |
|  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689263">Training 4 Attendance Team 3</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689263">https://weber.instructure.com/courses/461100/assignments/3689263</a>            | due by 11:59pm |
|  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689264">Training 4 Attendance Team 4</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689264">https://weber.instructure.com/courses/461100/assignments/3689264</a>          | due by 11:59pm |
|  <a href="https://weber.instructure.com/courses/461100/assignments/3689267">Watch Training 3 Video Self-Eval</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689267">https://weber.instructure.com/courses/461100/assignments/3689267</a> | due by 11:59pm  |                |
| Wed Jan 31, 2018   |  <a href="https://weber.instructure.com/courses/461100/assignments/3689262">Training 4 Attendance Team 2</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689262">https://weber.instructure.com/courses/461100/assignments/3689262</a>          | due by 11:59pm |
| Thu Feb 1, 2018  |  <a href="https://weber.instructure.com/courses/461100/assignments/3689223">Final Exam</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3689223">https://weber.instructure.com/courses/461100/assignments/3689223</a>                            | due by 11:30pm |
|  |  <a href="https://weber.instructure.com/courses/461100/assignments/3711363">Read Chapter 3</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3711363">https://weber.instructure.com/courses/461100/assignments/3711363</a>                        |                |
|  |  <a href="https://weber.instructure.com/courses/461100/assignments/3711367">Traditional Outline for Chapter 1</a><br><a href="https://weber.instructure.com/courses/461100/assignments/3711367">https://weber.instructure.com/courses/461100/assignments/3711367</a>     |                |
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