

COURSE OUTLINE—NEW COURSE FOR BAS ORGANIZATIONAL MANAGEMENT MAN4350—TRAINING AND DEVELOPMENT

I. COURSE NUMBER AND TITLE

MAN4350 Training and Development

II. COURSE DESCRIPTION

MAN4350 is a 3 credit hour course covering staff training and development models, effective workshop techniques, designing and implementing organization-wide training and development programs, assessment of training needs, and setting development goals.

III. RATIONALE

The Bachelor of Applied Science in Organizational Management (BAS OM) program is designed to equip students with technical and applied management skills, enabling them to enhance the productivity and efficiency of organizations. MAN4350 is a required course for completion of the Human Resource Management concentration in the BAS OM program and will teach students to design and implement effective organizational training and development programs. Students will enroll in this course during their second year in the program.

IV. IMPACT ASSESSMENT

This is a required course for students focusing in the Human Resource Management concentration. Prerequisites: MAN3930, at minimum an AA or AS degree, college admission requirements, and admission to the OM degree program, or with departmental permission. The course will require additional course loads for existing faculty or the hiring of part-time faculty.

V. COURSE LEARNING OUTCOMES (OM Program Outcome)

1. Implement organizational development initiatives to motivate, train and develop talent, and to evaluate performance management techniques. (HR #4)

VI. GENERAL OBJECTIVES OF THE COURSE

1. Understand and implement key human resource management development and training activities.
2. Evaluate best practices to establish and effectively manage training and develop programs.

3. Apply training and development programs to meet strategic organizational goals.

VII. TOPICAL OUTLINE

1. Training in organizations
2. Aligning training with strategy
3. Learning, motivation, and performance
4. Needs analysis
5. Training design
6. Traditional training methods
7. Electronic training methods
8. Development and implementation of training
9. Evaluation of training
10. Key areas of organizational training
11. Employee and management development

VIII. SUGGESTED METHODS OF INSTRUCTION

1. Lecture
2. Case studies
3. Online resources

IX. SUGGESTED METHODS OF EVALUATION

1. Quizzes
2. Individual projects
3. Class discussions
4. Exams

X. TEXTBOOK

Blanchard, N.P. and J.W. Thacker. 2013. *Effective Training: Systems, Strategies, and Practices*. 5th ed, Pearson, ISBN: 0132729040.