CMS 323 Training & Development
Doane College

INSTRUCTOR: Colleen Haack, 402.891.6605 office or 402.250.3505 cell; colleen.haack@doane.edu

COURSE DESCRIPTION: A course providing the knowledge and skills necessary to be effective as a trainer in the workplace. The leadership role of the trainer in the organizational socialization process is explored. Units on needs analysis, program design and training strategies, and program evaluation are included.


GRADING: Mid-Term Exam 30% Final Exam 30% Project 30% Class Contribution 10%

Your experience is important and therefore, class contribution is vital to the success of this course. You are expected to share and contribute. Exams will be a combination of short answer and short essay questions. The project will be explained in detail during class. Please read the assigned material prior to each class.

Course Objectives:

After completing the course one should be able to:

• Contrast training with development
• Gain knowledge on how to access the necessary tools and information to gauge organizational training needs
• Utilize a logical model to develop effective training, including needs assessment and learning objectives
• Design and deliver a training module
• Incorporate adult learning theory into training design

ATTENDANCE POLICY: This class will be highly experiential and participative. Therefore, class attendance is critical to the learning. Once the class begins, the ideal is to never miss a class, but we know that life
sometimes gets in the way of our plans. If you must be, contact me to arrange to make-up the absence.

**ACADEMIC INTEGRITY POLICY:** In alignment with the Doane College Academic Policy, all projects should be representative of your own work. The use of others ideas and words without proper citation of the source is plagiarism. If you are in doubt about whether something constitutes plagiarism, please contact me. Failure to give proper credit to the source will result in an “F”. In addition, any other academic misconduct including cheating will result in an “F” for the course.

**Schedule of Topics & Assignments:**

A list of all assignments will be provided during the first session.