CMS 323
Training & Development
(3 credits)

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Course Description: This course provides 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 of needs analysis, program design, and training strategies, and program evaluation are included.


Course Objectives:
1. Students will develop an understanding of the Instructional Design Process (all phases)
2. Develop an understanding of the role of trainer in performance management
3. Continue to develop written and oral communication skills
4. Select appropriate methods to assess learners needs
5. Design and deliver a training module
6. Understand how training and development support the goals, objectives, and mission of organizations.

Academic Integrity Policy: The Doane College Academic Integrity Policy will be adhered to in this class. All materials produced by students will be their own creations and other’s words or works will be cited using APA style. A guide to APA style will be handed out the first night of class.

Course Format: This course will be based upon the ability to apply skills to the world of work. The format consists of assigned readings from the text, published articles, newspaper articles, and Internet resources. Group activities will be used to develop understanding of concepts and techniques discussed in class. A training module will be developed by each student and presented to the class, followed by a self-critique.
Grading Criteria:
Grading for this course will be structured from the Project Point Plan. To receive a grade of B or better all assignments must be completed. Grades will be calculated based upon the percent of points earned out of the total possible points. The following percentages will apply:

A = 100-95  B- = 81-79  D+ = 68-66
A- = 94-90  C+ = 78-76  D = 65-62
B+ = 89-87  C = 75-72  D- = 61-60
B = 86-82  C- = 71-69

PROJECT POINT PLAN

<table>
<thead>
<tr>
<th>Project/Activity</th>
<th>Points Each</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation/Attendance</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Learning Activities (3)</td>
<td>150 (50 pts. each)</td>
<td></td>
</tr>
<tr>
<td>Training Module-design/deliver</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>500 Points</td>
<td></td>
</tr>
</tbody>
</table>

Total Points earned