

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
HRM 213S EMPLOYEE TRAINING AND DEVELOPMENT
3 CREDIT HOURS

COURSE DESCRIPTION

Comprehensive study of training and organizational development. Adult learning theory and career management are covered. Topics include need assessment, training methods, training design and evaluation. Prerequisite: HRM 110S.

COURSE GOALS

The student will:

1. Set up an effective orientation program.
2. List the different methods for assessing needs, giving the advantages and disadvantages of each.
3. Develop a needs assessment tool.
4. Explain adult learning theory.
5. Discuss strengths and weaknesses of three training methods.
6. Identify key factors for effective on-the-job training.
7. Identify key factors for effective team performance.
8. Design an effective training module for a given situation.
9. Identify the outcomes used to evaluate training.
10. Describe how an organization can fully use the skills and abilities of their employees.
11. Identify reasons why companies should help employees manage their careers.
12. Design a career management system.

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

COURSE TOPICS

1. Employee Orientation
2. Needs Assessment
3. Basic Learning Process
4. Training Methods
5. Designing Effective Training
6. Training Evaluation
7. Employee Development
8. Career Management