

**INTER-AMERICAN UNIVERSITY OF PUERTO RICO
FACULTY OF ECONOMIC AND ADMINISTRATIVE SCIENCES
MANAGEMENT SCHOOL**

COURSE SYLLABUS

I. COURSE TITLE : HUMAN RESOURCE TRAINING
COURSE NUMBER : BADM 3950
CREDITS : THREE
ACADEMIC TERM :
PROFESSOR :
OFFICE HOURS :
OFFICE TELEPHONE:
E-MAIL :

II. DESCRIPTION

To provide the principles of adult training including needs assessment, aspects of the learning environment, the process of evaluation, and instructional approaches as applied to the business environment.

III. OBJECTIVES

- A. Understand the basic modern theories behind the adult learning experience.
- B. Understand basic human behavior in regards to the learning process.
- C. Develop the basic skills to design & implement effective training sessions.
- D. Be able to determine the cost-effectiveness for the training provided.
- E. Develop the basic presentation skills for training presentations.
- F. To evaluate the suitability of external training resources to the organization's needs.
- G. Be able to develop & implement a training program for adult learning.

IV. COURSE CONTENTS

- A. Needs Assessment & Learning Environment
 - i. Why the need for adult training?
 - ii. The Needs Assessment Phase
 - iii. The Learning Environment
 - iv. Using adult learning principles

- B. The Evaluation Process
 - i. Analyzing the training requirements
 - ii. Developing learning objectives
 - iii. Course evaluation process

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- C. Development & Implementation of a Training Plan & Training Course
 - i. Outlining the training requirements and objectives
 - ii. Evaluation & Selection of training resources: (lecture, CD-interactive, Web-setting, multi-media combinations, etc.)
 - iii. Developing lesson plans
 - iv. Use of training aids

2nd partial Exam

- D. Instructional Approaches
 - i. Traditional Approaches
 - ii. Emerging Approaches
 - iii. Special Accommodations

- E. Trainer Skills
 - i. Using basic facilitation skills
 - ii. Handling problem situations
 - iii. Oral Presentation Skills

3rd partial Exam

V. ACTIVITIES

1. Movies and Videos
2. Electronic Presentations
3. Case Analysis
4. Search in the internet

VI. EVALUATION

Points:

1. Three partial exams	100 / each
2. Class projects (various phases)	75 / total
3. Training Presentation	25 / total
4. Class attendance & participation	<u>100</u>
Total grade:	500

The final grade will be the % from the total of the points obtained divided by 400 X 100. (90% to 100% = A, 80% to 89% = B, 70% to 79% = C, 60% to 69% = D, below 60% = F).

It is the student's responsibility to comply with class attendance and projects. Please notify the instructor beforehand of any attendance issues. There will be a grade penalty for late work: 5 points off for each class-day that goes by beyond the due date. There will be no exam make-ups unless the absence was due to a major emergency (bereavement, major medical, etc.). Any class

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make-up (due to holidays, weather, etc.) will be pre-arranged between the instructor & the students (if consensus not reached, then by simple majority).

VII. SPECIAL NOTES

A. Special Accommodations

Students who require special accommodations must request these services at the beginning of the course as soon as they notice that they need help. Students can access this service with Professor _____, Coordinator of Students with Special Needs at the Guidance and Counseling Office on the first floor at Metro's Student Center.

B. Plagiarism

Plagiarism, dishonesty, fraud and any other type of manipulation or inappropriate behavior related with academic performance are unacceptable in our institution. Disciplinary actions will be taken on students found guilty of such practice as established in Chapter V, Article 1, Section B.2 of the Student's Rules and Regulations handbook.

<http://documentos.inter.edu/docs/index.php?article=77>

Inter American University has very strict regulations regarding plagiarism (using the ideas or words of others without giving proper credit), so it is important that you specifically read Chapter 5, Article 1, Section B.2c of the Student's Rules and Regulations Handbook. This section clearly explains what plagiarism is. In addition, it explains the types of sanctions students are exposed to when they commit it.

C. Use of Electronic Devices

Cellular (mobile) telephones and any other electronic device that could interrupt the teaching-learning process or disrupt a milieu favorable for academic excellence will be deactivated. Critical situations will be dealt with in an appropriate manner. The use of electronic devices that permit the accessing, storing or sending of data during tests or examinations is prohibited.

VII. TEXT BOOK & RESOURCES

1. Text:

Biech, Elaine (2014). **ASTD Handbook: The Definitive Reference for Training & Development** (2nd edition). Alexandria, VA: ASTD Press. (ISBN-978-1-56286-913-7)

2. Biech, Elaine (2015). **Training & Development for Dummies**. Hoboken, NJ: John Wiley & Sons, Inc. (ISBN-978-1-119-07633-9)

3. Pollock, Roy V.H.; Jefferson, Andy; Calhoun, W. Wick (2015). **The Six Disciplines of Breakthrough Learning: How to Turn Training and Development into Business Results.** (3er ed.) NJ: John Wiley & Sons, Inc.

IX. REFERENCES

4. Bednarz, Timothy F. (2012). **Motivating Employees: Pinpoint Management Skill Development Training Series.** Stevens Point, WI: Majorium Business Press.
5. Handout notes from the instructor.
6. Newspapers, Business/Technical Magazines, & Internet articles.
7. Additional bibliography to be used as needed.

REVISED: 1/2016