A. Course Description

Credits: 4

Lab Hours/ Weeks: Corequisites: None

Lecture Hours/ Week :

MnTC Goals: None

This course is for students who want to learn how to design training and teach adults in an organizational setting. Students develop an understanding of the role and impact of training in helping organizations reach objectives. Topics include adult learning theory, needs assessment, instructional design, media selection and how to present training content to different audiences.

B. Course Effective Dates: 08/18/2018 - Present

C. Outline of Major Content Areas:

See Course Description for major content areas.

D. Learning Outcomes (General)

1. Examine the primary and auxiliary uses for the training needs analysis and make a distinction between the proactive and reactive approaches to meeting needs for training.
2. Demonstrate knowledge and methodology, and rationale for the role of training in organizations.
3. Demonstrate knowledge of steps and procedures involved in developing/writing a needs analysis, writing training programs, and conducting evaluations.
4. Evaluate the basics of adult learning theory, how to cope with resistance to learning, and the dynamics of group behavior.
5. Identify/investigate instructions for analyzing the needs for change in organizations and provide steps to be taken to effect these changes and a format for long range planning.
6. Perform the essential interaction skills required of a trainer such as maintaining leadership, planning lessons, and controlling training groups.

E. Learning Outcomes (MN Transfer Curriculum)

This contains no goal areas.

G. Special Information

None