A. Course Description

Credits: 4

Lab Hours/ Weeks: Corequisites: None

Lecture Hours/ Week :

MnTC Goals: None

This theory seminar is ideal for students with some training experience. The course examines the primary and auxiliary uses for the training needs analysis and makes a distinction between the proactive and reactive approaches to meeting needs for training. Students demonstrate knowledge of steps and procedures involved in developing/writing a needs analysis, write a training program and conduct evaluations. This course emphasizes active learning.

B. Course Effective Dates: 08/24/2002 - Present

C. Outline of Major Content Areas:

See Course Description for major content areas.

D. Learning Outcomes (General)

1. Demonstrate knowledge and methodology, and rationale for the role of training in organizations.
2. Demonstrate knowledge of steps and procedures involved in developing/writing a needs analysis, writing training programs, and conducting evaluations.
3. Evaluate the basics of adult learning theory, how to cope with resistance to learning, and the dynamics of group behavior.
4. 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.
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 skills 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