Department: Business Administration		Program: MBA	
Course Name	Training and Development	**Course Code**	BUS 623
Pre-requisite	Not Applicable	Credit Hours	3

Brief Description

↘ This course provides students with a solid background in the fundamentals of training and development, especially related to needs assessment, transfer of training, learning environment design, methods, and evaluation.

Course Objectives

After completion of this course the student will be able to:
↘ Identify the fundamentals of training and development of employees.
↘ Explain how to become an expert in training management and staff development.
↘ Determine training needs and essential requirements for training and development.
↘ Develop awareness of various training and development methods.
↘ Practice and manage the activities involved in designing, monitoring and evaluating development activities taking place in an organization.
↘ Describe how to prepare appropriate development policies.
↘ Develop understanding of leadership, motivation and effects of change.

Course Learning Outcomes

↘ Distinguish between concepts, principles, and theories of training and development
↘ Apply the concepts, principles, and theories in training and development
↘ Demonstrate written communication skills
↘ Have oral communication skills training and development
↘ Have skills of using computer applications in training and development
↘ Have scientific research skills in the field of training and development
↘ Have the skills of critical thinking and analysis in the fields of training and development
↘ Have the skills in strategic thinking and finding solutions in training and development
↘ Believe, and practice sustainability
↘ Have the skills of leadership, teamwork, and decision making in training and development
↘ Have the ability to distinguish between ethical issues in training and development
↘ Have the competence of social responsibility in the fields of training and development
↘ Have the competence to deal with cultural diversity in training and development situations

Course Topics

↘ Introduction to employee training and development

- Strategic training
- Organizational characteristics that influence training, **t**raining needs in different strategies
- Needs assessment
- Learning and transfer of training
- Program design
- Training evaluation
- Traditional training methods
- Adaptive training; Distance learning; Technology for training support
- Learning management system; Choosing new technology training methods
- Employee development and career management
- Social responsibility: Legal issues, managing diversity, and career challenges
- Career challenges facing a multigenerational workforce
- The future of training and development
- Increased emphasis on performance analysis

Text Book

- Amitabh, D. K., and Raymond, A. N. Employee training and Development, 7th edition. McGraw-Hill Education, 2020.

Additional References

- Truitt, D. L. The Effect of Training and Development on Employee Attitude as it Relates to Training and Work Proficiency. SAGE Open, 2011. https://doi.org/10.1177/2158244011433338.

Online Resources

- https://studylib.net/doc/25252823/training-and-development

Course Outline

Week	Hours	Topics	Remarks
1	3	Introduction to employee training and development	
2	3	Strategic training	
3	3	Organizational characteristics that influence training, training needs in different strategies	
4	3	Needs assessment; Learning and transfer of training	
5	3	Program design; Training evaluation	
6	3	Traditional training methods	
7	3	Technology-based training methods	
8	3	**Midterm test**	
9	3	Adaptive training; Distance learning; Technology for training support; Learning management system; Choosing new technology training methods	
10	3	Employee development and career management	

11	3	Social responsibility: Legal issues, managing diversity, and career challenges/ Individual case study	
12	3	Career challenges facing a multigenerational workforce	
13	3	The future of training and development/ Group Project	
14	3	Increased emphasis on performance analysis/ Oral presentation	
15	3	Presentations	

Measurement and Assessment Tools

Assessment Tools	Grades	Week	Knowledge Identify and apply	Skills Written	Oral	Information Technology	Research	Critical thinking	Strategic thinking	Values Sustainability	Leadership	Ethics	Corporate Social responsibility	Cultural diversity
Midterm Exam	20	9	X											
Case Study	10	12		X				X	X	X	X	X	X	X
Project	20	15		X		X	X	X	X	X	X	X	X	X
Presentation	10	15			X	X								
Final Exam	40	TBD	X											
Total	100													

Approved by Department Chair	Date of Approval

Additional Information: Updated every Semester by Course Instructor

Course Instructor	
Department	
Phone No.	
Extension No	
Email	