

**Training & Development  
CMS 323 - 3 Credit Hours  
Doane University/Winter II 2017**

Instructor: **Steve Rathman**

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**Location and Times:**

Doane University –Lincoln Campus

Wednesday, 6:00 p.m. to 10:00 p.m.

**Course Description**

This course is directed towards the development of the knowledge, skills, practices and procedures used for conducting an effective training program. The course will explore the role of training and the importance of employee development. Emphasis will be on information development and presentation enhancement. Training materials will focus on: identifying training needs; writing instructional training objectives; lesson planning; preparation of audio-visual materials; communication skills and instructional techniques. The information learned in this course would also be appropriate for development of community education materials, educational presentations and other professional training needs. The course consists of lectures, discussions, and in class projects. The orientation of the course consists of a mix between theory and practice.

**Textbook**

Noe, R. A. (2016). *Employee Training and Development* (7th Ed). McGraw-Hill. ISBN: 9780078112850.

**Course Objectives**

The objective of the course is to explore the practical need for employee training and development. The course is designed so that each of these topics will be covered in detail through lectures, projects, and assigned readings. However, the amount learned from the course ultimately depends on you and your preparation for this class. It is expected that you will have read the assigned material before coming to class. Furthermore, the lectures will supplement the assigned readings with material not presented in the readings. Thus, class preparation involves reading all of the assignments and coming to all of the class lectures.

After completing this course, you will be able to:

- Contrast training with development
- Gain knowledge of how to access the necessary tools and information needed by training professionals to accurately gauge organizational training needs and the effective development of programs to address those needs.
- Utilize a logical model to develop effective training, which will contain a proper needs assessment & the development of learning objectives.
- Design and deliver a training module
- Incorporate adult learning theory into training design

**Attendance**

This class is experiential, participative, and collaborative. We are in this together. The absence of any one person will be felt by all so attendance at all class sessions is expected. If you need to miss a class, contact me prior to the class.

**Academic Integrity**

*The Doane University Academic integrity policy will be adhered to in this class. All projects and tests will represent your own work. Any use of others' ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or the dean of the undergraduate studies.*

**Assignments and Grading**

A list of all assignments and grading information will be provided during the first class session.

Class 1 Assignment:

**Prior to the first class please read and be prepared to discuss Chapter 1 & 2 in the required text book.**

