

BUS 626 - DEVELOPING TALENT

Doane University/Lincoln

Spring Term, 2018 (3 credit hours)

Thursday Evenings 6pm-10:00pm

March 12, 2018 - May 12, 2018

Instructor:

Bill Kostner MBA

E-mail: william.kostner@Doane.edu A response may be expected within 24 hours.

Course Description:

To acquire, develop and maintain an organization's human capital, effective outcomes-driven training and development must be a major activity of the organization. The goal of the course is for students to develop an understanding of the skills, abilities, and practical elements of employee development and performance improvement in organizations. Students will learn 1) theories of adult learning; 2) how to identify learning needs through assessments; 3) how to analyze jobs and tasks to determine training and development goals; 4) how to design effective training and development programs using different techniques or methods; 5) how to implement a variety of different training and development activities, and 6) how to evaluate the effectiveness and efficiency of training and development programs. **Prerequisite Bus 602.**

Course Outline (by week):

Week No. & Class Dates	Pages of Readings & Chapters	Activities To Complete
1) March 15, 2018	Pages 140 - 180 (13,14,15,16,17)	Form groups in class
2) March 22, 2018	Pages 1 - 64 & pages 119 -130 (1,2,3,4,5,6,11)	Groups meet in class
3) March 29, 2018	Pages 181-254 (18,19,20,21,22,23,24)	Set presentations/journal due
4) April 5, 2018	Pages 263 - 301 (26,27,28,29)	Midterm given out
5) April 12, 2018	Pages 349 - 402 (35,36,37,38,39)	Midterm due today
6) April 19, 2018	Pages 421 - 470 (42,43,44,45,46)	Presentations begin /journal due
7) April 26, 2018	Pages 503 - 551 (51,52,53,54,55)	Presentations & final given out
8) May 3, 2018	Pages 131 - 139 (12)	Presentations/final/ journal due

Text:

The Talent Management Handbook, 2nd Edition, edited by Lance A. Berger and Dorothy R. Berger,
Published by McGraw-Hill, copyright 2011. ISBN-978-007-173905-4.

Course Learning Outcomes:

1. Develop an understanding of talent, training and development in business settings.
2. Understand and appraise what it takes to create training and development program.
3. Develop research and writing skills relating to talent, training and development.
4. Develop team building and presentation skills regarding talent management.

Grading Scale:

A+ = 98 – 100%; A = greater than 92 & less than 98 %; A- = 90 – 92%; B+ = 88 & less than 90%; B = greater than 82 & less than 88%; C+ = 78 & less than 80%; C = greater than 72 & less than 78; C- = 70 - 72%; D+ = 68 & less 70%; D = greater than 62 & less than 68%, D- = 60 – 62%; F=<60

Grading:

Grades will be determined by the following, totaling 100% possible, per student:

1. Midterm Exam: (outcomes 1 & 2)-----25%
A take home exam will be given out during the 4th session and is due during the 5th session. This midterm exam will cover readings found in the first 1-4 class sessions.

2. Final Exam: (outcomes 1 & 2)-----25%
A take home exam will be given or during the 7th session and is due during our 8th session. This final exam will cover materials found in the last 5-8 class sessions.

3. Group Presentation: (outcomes 1, 3 & 4)-----25%
During our first class, groups will be formed to work on one 20-25 minute presentation. This group presentation will focus on a group talent development problem at a specific corporation of your choice. You will present as management consultants during one of our last few class sessions. The particular company and problem chosen will be determined by the group, as long as no other group reserves that first and it is approved by your instructor. All presentations must be identified by our third week.

Presentations should have an opening, body and a closing, with a brief question and answer period following the presentation. A written outline, or summary, must be turned in to your instructor on the day of the group presentation, and all sources must be cited.

4. Journal Assignment - Summarizing Our Readings: (outcomes 2 & 3)-----25%
Online in a double spaced format, or by hand in a legible lined binder, please initiate a journal during our first class and summarize each specific article covered in our readings per week. Please list the article and the author, and use at least one page to summarize each article, although it may be longer. This journal must be turned in for a course grade on our 3rd, 6th and 8th weeks of class. Your grade average will be used as twenty five percent of your total course grade.

Total.....100%

Attendance Policy:

Students are required to complete all assignments, even if absent. The only officially valid reason for missing class is an absence due to illness, or due to work sponsored trips or activities that are beyond your control. Please notify your instructor or contact Doane University/Lincoln prior to missing any class meeting. Phone use, texting, emailing or distracting use of laptops or tablets in class are not appropriate during our class time. Assignments turned in late will be graded down one letter grade for every day late.

Study time: Expectation of the amount of time the course requires students to spend preparing and completing assignments. (Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.)

The Higher Learning Commission's, Doane University's accrediting body, definition of a credit hour can be accessed at this link <https://www.hlcommission.org/Policies/assignment-of-credits.html>

Federal Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

Late Work: Students must complete 75% of the course work in order to receive an incomplete grade. If students fall more than two weeks behind, they cannot meet this requirement.

Submitting Assignments: Assignments shall submitted by email to the nstructor, or turned in at class.

Academic Integrity: Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist1:

- 1) Cheating
- 2) Fabrication
- 3) Facilitating academic dishonesty
- 4) Plagiarism

For more information on academic integrity, please visit the website:
<http://catalog.doane.edu/content.php?catoid=4&navoid=191>

Accommodation: see student handbook <http://catalog.doane.edu/content.php?catoid=5&navoid=452>

Student Support: see student handbook <http://www.doane.edu/academic-success-center>

Disability Services: please contact Chris Brady at 402-467-9031 or chris.brady@doane.edu

Military Services: <https://www.doane.edu/graduate-and-adult/military>

Harassment: see student handbook <http://catalog.doane.edu/content.php?catoid=5&navoid=452>

Grade appeal process: see student handbook <http://catalog.doane.edu/content.php?catoid=5&navoid=238>