UNIVERSITY OF THE FRASER VALLEY

ORIGINAL COURSE IMPLEMENTATION DATE:	January 2008
REVISED COURSE IMPLEMENTATION DATE:	September 2020
COURSE TO BE REVIEWED (six years after UEC approval)**:**	August 2025

Course outline form version: 05/18/2018

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: BUS 416	**Number of Credits:** 3 Course credit policy (105)

Course Full Title: Training and Development

Course Short Title:

(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)

Faculty: Faculty of Professional Studies	**Department (or program if no department):** School of Business

Calendar Description:

Training and development are essential to the effective functioning of any organization and to the experience of individual employees. Students will learn the process of designing and organizing a training and development program by conducting a needs assessment, identifying training objectives, and teaching the material in a variety of ways. In addition, they will be able to assess the effectiveness of the programs they have designed.

Prerequisites (or NONE):	60 university-level credits including BUS 201.
Corequisites (if applicable, or NONE):	
Pre/corequisites (if applicable, or NONE):	

Antirequisite Courses *(Cannot be taken for additional credit.)*

Former course code/number: **BUS 309E**

Cross-listed with:

Dual-listed with:

Equivalent course(s):

(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)

Special Topics *(Double-click on boxes to select.)*

This course is offered with different topics:

☒ No ☐ Yes *(If yes, topic will be recorded when offered.)*

Independent Study

If offered as an Independent Study course, this course may be repeated for further credit: *(If yes, topic will be recorded.)*

☒ No ☐ Yes,   repeat(s) ☐ Yes, no limit

Transfer Credit

Transfer credit already exists: *(See **bctransferguide.ca**.)*

☐ No ☒ Yes

Submit outline for (re)articulation:

☒ No ☐ Yes *(If yes, fill in transfer credit form.)*

Typical Structure of Instructional Hours

Lecture/seminar hours	39
Tutorials/workshops	
Supervised laboratory hours	
Experiential (field experience, practicum, internship, etc.)	
Supervised online activities	6
Other contact hours:	
Total hours	**45**

Labs to be scheduled independent of lecture hours: ☒ No ☐ Yes

Grading System

☒ Letter Grades ☐ Credit/No Credit

Maximum enrolment (for information only): 25

Expected Frequency of Course Offerings:

Annually *(Every semester, Fall only, annually, etc.)*

Department / Program Head or Director: Dr. Frank Ulbrich	**Date approved:**	March 12, 2019
Faculty Council approval	**Date approved:**	May 10, 2019
Dean/Associate VP: Dr. Tracy Ryder Glass	**Date approved:**	May 10, 2019
Campus-Wide Consultation (CWC)	**Date of posting:**	June 21, 2019
Undergraduate Education Committee (UEC) approval	**Date of meeting:**	August 29, 2019

Learning Outcomes:

Upon successful completion of this course, students will be able to:

LO1. Explain the employee training and development process as it aligns with corporate strategic objectives
LO2. Apply the instructional systems design model
LO3. Utilize learning styles and motivational theory
LO4. Conduct a needs assessment to analyze training needs
LO5. Utilize off-the-job training methods and on-the-job training methods
LO6: Develop a lesson plan according to training needs
LO7. Evaluate the effectiveness of training programs

Prior Learning Assessment and Recognition (PLAR)

☒ Yes   ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Lecture, discussion, case study, online learning, student presentations, group projects, and experiential exercises

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

	Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.	Saks, A. M, Haccoun, R.R	Managing Performance through Training and Development	☒	Nelson	
2.			☐		
3.			☐		

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Typical Evaluation Methods and Weighting

Final exam:	%	Assignments:	35%	Presentations:	15%	Online Assignments:	10%
Quizzes/tests:	10%	Group Project:	20%	Practicum:	%	Participation:	10%

Details (if necessary):

Typical Course Content and Topics

Module 01: Introduction and Organizational Learning
- Aligning organizational objectives with training and development activities
- The training and development process; the instructional systems design model
- Organizational learning; knowledge management practices

Module 02: Learning and Motivation
- Learning styles and theories of motivation
- Quiz (LO 1-2)

Module 03: The Needs Analysis Process
- Training needs analysis process
- Written Assignment (LO 1-3)

Module 04: Training Design and Methods
- Training design and training methods
- Off-the-job training methods (audio-visual, case study, case incident, behaviour modeling, role play, games, simulations)
- On-the-job training methods (job instruction, performance aids, job rotation, apprenticeship, coaching, mentoring)
- Technology-based training methods
- Student presentations (LO4)
- Online learning exercise (LO 1-4)

Module 05: Training Delivery
- Training implementation and delivery; the lesson plan
- Gagne's 9 events of instruction
- Training delivery problems
- Transfer of training process
- Student presentations (LO 5-6)

Module 06: Training Program Evaluation
- Training evaluation and variables
- Written assignment (LO 5-6)

Module 07: Experiential Learning as Applied to Training and Development
- Group Project (LO 1-7)

Participation (LO 1-7)