

MGMT 426
1995
GSU ARCHIVES

Governors State University
College of Business and Public Administration

Course Number & Title: MGMT 426^A PERSONNEL TRAINING AND
MANAGEMENT DEVELOPMENT

Session: Winter Trimester, Block I 1995
Monday-Wednesday: 11:00 am - 12:15pm

Instructor: Dr. Marsha Katz

Phone No: (708) 534-4952

Office Hours: MW 10:30 - 11:00 am; 3:15 - 3:30 pm
M 6:30 - 7:30 pm
Th 5:30 - 6:30 pm (Orland Park)

Office Room C3362

Credit Hours: 3

Catalog Description:
Reviews the various internal and external sources and techniques of training the workforce and provides the opportunity for students to develop and implement at least one training product.

Prerequisites: MGMT 301

Textbook: Goldstein, I. L., Training in Organizations, 3rd Ed.,
Brooks/Cole 1993.

Instructional Modalities: Lecture/Discussion/Experiential
Exercises

Course Grading and Evaluation

- a. Regular preparation, attendance and participation in class will be considered in the instructor's subjective evaluation. Some absences are unavoidable during the trimester, but it is expected that all students are prepared for all classes.
- b. Examinations are to be taken as scheduled.
- c. A group project which will involve the design and presentation of a training program. The presentations will be approximately one hour. However the whole training program should consist of approximately 6 - 8 hours of training material. The presentation will be evaluated as a group project. It will be graded in two parts: presentation and training materials.
- d. The term paper will be typed, double spaced and roughly 10 pages in length. The paper will identify a current issue in training and development and will explore the research in a thorough manner (approximately 10 journal articles). Voluntary presentations will be made.

Grading:

Term Paper	20%
Group Project: Training Materials	15%
Group Project/Presentation	15%
Midterm	15%
Final	15%
Participation	<u>20%</u>
	100%

Design of Training Program

Students will be working in small groups and making presentations to the class during the last sessions of the quarter. The major objective of this presentation is to enable you to demonstrate what you have learned in this seminar about the design and implementation of a training program.

The Presentation should have the following components as a minimum:

1. A needs assessment, considering both the sources as well as the methods that can be used to analyze the data.
2. Description of training content. It is the responsibility of each group to propose what the content of the presentation will be. Some suggestions include: Time Management, Management of AIDS in the Workplace, Stress Management, More Effective Performance Appraisals, Building Teamwork, etc.

3. Techniques that will be used.
4. Identification of training group in terms of numbers, levels, occupational groupings.
5. Identifying what provisions are to be made based on the psychology of learning, include scheduling of practice, reinforcement.
6. A sampling of the content of the program, which lasts from fifteen minutes to one half hour.
7. Description of how learning is to be evaluated.

This presentation will be evaluated based on the following criteria:

- a. Content - Was the subject well-researched? BE SURE YOU FULLY COVER POINTS 1 TO 7 ABOVE. Did the presentation increase the understanding of the other students on the topic? (50%)
- b. Visual aids - These can include video, overheads, flip charts, handouts, etc. Were these effectively used to enhance the presentation? (25%)
- c. Manner of presentation - Was the presentation organized? Did the parts fit together? Did each speaker make an effective presentation? (25%)

Each panel must meet with me at least one week prior to the presentation, with a detailed outline of the presentation, so that I can provide assistance to make the presentation the best it can possibly be.

Additionally, each member will be required to assess every other member of his or her group to determine the extent to which the member earned the full grade assigned to the group.

Expected Student Outcomes:

By the end of this course, the student will be able to:

1. write objectives for a training program.
2. list and discuss principles of learning derived from learning theory and research.
3. discuss the processes involved in determining training needs.
4. discuss the criteria and procedures for evaluating training.
5. plan and implement a training project.
6. discuss the roles of managers.
7. describe and evaluate theories of motivation.
8. develop managerial skills in self awareness, stress, problem solving.

Tentative Reading Schedule

Week of	Topic	
1/18	What is Training & Development?	Ch. 1
1/23	Systematic Approach	Ch. 2
1/30	Needs Assessment	Ch. 3
2/6	Learning Theories	Ch. 4
2/13	Evaluation	Ch. 5
2/20	Evaluation	Ch. 6
2/27	Instructional Techniques	Ch. 7
3/6	Instructional Techniques	Ch. 8
3/13	Cost/Benefit Analysis	
3/20	Special Topics/Presentation	Ch. 9
3/27	Special Topics/Presentation	
4/3	Special Topics/Presentation	
4/10	Special Topics/Presentation	
4/17	Special Topics/Presentation	
4/24	FINAL EXAMINATION	

General Education Issues:

Writing and critical thinking skills are incorporated into this class through extensive case analysis discussions and writing assignments.

Syllabus Statement for Persons with Disabilities:

It is the intention of the institution to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of his/her physical abilities in order to complete the course, please notify the instructor as soon as possible.