

**MANAGEMENT 333.01 – TRAINING AND DEVELOPMENT**  
**MONDAY, WEDNESDAY, AND FRIDAY 8:30 – 9:20 A.M., BC 103**  
**FALL 2008**

**Instructor:** Michael J. Turner

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**Office:** Guthrie Hall, 300-N

**Office Hours:** Monday & Wednesday 9:30 – 10:30 a.m. and by appointment

**Required Text:** Active Training 3<sup>rd</sup> edition, by Mel Silberman, John Wiley & Sons, 2006.

**Course Objectives**

- Specify the main activities pertaining to training & development
- Recognize & explain the role of training managers & the challenges they face today in organizations
- Describe the roles of HRD professionals & indicate the competencies they require
- Design, deliver & evaluate a training session
- Set a personal career development plan
- Identify & analyze the major issues related to training & development

**Course Policies**

**Electronic Devices:** No electronic devices (cell phones, laptops, MP3 Players, etc.) are permitted to be used during class.

**Attendance:** Attendance is not required for this class. However, regular attendance is encouraged as it will significantly improve your chances for success in the class.

**Cheating and Plagiarism:** Cheating or plagiarism will result in an “F” grade for the course. Additionally, students may be subject to further academic sanctions per the student handbook.

**Withdrawals:** The last day to withdraw with a “W” is Wednesday, October 15. Withdrawals are the sole responsibility of the student.

**Pop Quizzes:** Six unannounced quizzes will be given throughout the semester. Each quiz is worth 20 points, and the lowest quiz score will be dropped from the final grade calculation. In order to take a pop quiz, students must attend the entire class period on the day of the quiz. If a student comes in more than 10 minutes late on the day of a quiz, they may not take the quiz. Students missing a quiz during the semester due to sufficient cause (i.e., illness, university excused absence – see above) must notify the instructors a week in advance (except for abrupt illness in which case the instructors should be notified within 1 day of the quiz time) that they will be absent on the quiz day. The instructor will determine on an individual basis the makeup requirements for quizzes missed due to sufficient cause.

**Exams:** Four exams will be given. The top three scores will be used to calculate final grades. In other words, the final exam is optional.

**Extra Credit/Bonus Points:** These points are not needed to do well in this class. They are being used to encourage specific behaviors, as motivation for those that wish to excel, and as “just in case” points. Earn them now, “just in case” you need them later. Bonus points cannot be made up. If you are not present when they are given (even when you are excused), you forfeit your chance at those bonus points. Bonus points are determined at the instructor’s discretion. Spontaneous bonus point opportunities may be offered during the semester. Only those students present have a chance to earn them. Do not come to me at the end of the semester & ask to do extra credit. Take advantage of the opportunities as they present themselves.

**WebCT:** Please make sure you are properly enrolled at the web ct homepage <https://salsa.nmsu.edu/>. This is not an online course, but grades and discussion groups will be posted on WebCT.

**Students with Disabilities:** If you have or believe you have a disability and would benefit from any accommodations, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office located in Garcia Annex (phone: 646-6840). If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It is your responsibility to inform either your instructor or SSD representative in a timely manner if services/accommodations provided are not meeting your needs.

If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss any concerns with the instructor and/or Michael Armendariz, SSD Coordinator. Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially

<b>Grades: MGT333.01 FA08</b>				
<u>Assignment</u>	<u>Criteria</u>	<u>Points</u>	<u>Grading Scale</u>	
Pop Quizzes	5 highest scores from 6 quizzes	100	Points	Grade
Exams	3 highest scores from 4 exams	300	630-700	A
Training Proposal	Due at 8:30 a.m. 9/29/08, <b><u>NO credit if Late</u></b>	50	560-629	B
Training Presentation	Peer and Instructor Evaluation	150	490-559	C
Professional Development Plan	Due at 8:30 a.m. 12/1/08, <b><u>NO credit if Late</u></b>	100	420-489	D
Extra Credit	As awarded per syllabus		0-419	F
Total		700		
<b>Grades will not be rounded</b>				

<b>MGT 331.01 FA 08: Proposed Schedule</b>			
<b>Subject to change at instructor's discretion according to the needs of the class.</b>			
Week	Date	Topic	Assignments, Readings & Notes
1	8/22	Introduction	
2	8/25	Course Development	
	8/27	Introduction to Training & Development	Part 1: Pages 1-15
	8/29	Introduction to Training & Development Continued	
3	9/1	Labor Day Holiday	
	9/3	Assessing Needs	Chapter 2
	9/5	Assessing Needs	
4	9/8	Training Objectives	Chapter 3
	9/10	Opening Exercises	
	9/12	Icebreakers	
5	9/15	Learning Styles	LSQ Handout
	9/17	Learning Styles Continued	
	9/19	Review for Exam 1	
6	9/22	Exam 1	
	9/24	Brain Friendly Lectures	Chapter 4
	9/26	Alternatives to Lectures	Chapter 5
7	9/29	Experiential Learning Model	Chapter 6, <b>Training Proposal Due</b>
	10/1	Using Experiential Learning	
	10/3	Training Design	Chapters 7-9
8	10/6	Training Design Continued	
	10/8	Technology and Training	
	10/10	Review for Exam 2	
9	10/13	Exam 2	
	10/15	Professional Development	Last Day to Drop w/"W"
	10/17	Professional Development Continued	Development Handout
10	10/20	Professional Development Continued	
	10/22	Preparing to Train	Chapter 11
	10/24	Building Rapport	Chapter 12
11	10/27	Giving Presentations	Chapter 13
	10/29	Giving Presentations Continued	
	10/31	Structured Learning Activities	Chapter 14
12	11/3	Training Evaluation	Chapters 15-17
	11/5	Training Evaluation Continued	
	11/7	Training Evaluation Continued	
13	11/10	Training Presentation 1	
	11/12	Training Presentation 2	
	11/14	Training Presentation 3	Last Day to Withdraw from University
14	11/17	Training Presentation 4	
	11/19	Training Presentation 5	
	11/21	Training Presentation 6	
15	11/24	Thanksgiving Holiday	
	11/26		
	11/28		
16	12/1	Debrief & Assessment	<b>Professional Development Plan Due</b>
	12/3	Review for Exam 3	
	12/5	Exam 3	
17	12/10	Final Exam 8:00 - 10:00 a.m.	