



Essentials of Training and Development Undergraduate Course Information Guide

Course Number: CCH 110, 2 credits, 5 Weeks

Cross listed Course Number: FA 110, 2 credits, 5 Weeks

Cross listed Course Number: BADM 110, 2 credits, 5 Weeks

Delivery Formats: Online Async

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Course Description

In this course, students will learn the basic processes of employee training and development, including needs assessment, theories of learning and behavior change, training design to support appropriate selection or development of training, delivery of training, issues of transfer, and assessment of results.

Learning Outcomes

After completing this course, you will be able to:

- Apply a systematic approach to training and development, starting with needs assessment and ending with evaluation.
- Describe theories about how people learn and apply that learning to change their behavior.
- Describe different approaches to training and development, and be able to identify which ones are most useful for which kinds of knowledge, skills, abilities or attitudes.
- Describe and apply processes to support long-term behavior change – the transfer of new knowledge to work.
- Describe how to evaluate the success of training and development.

If in a SCPS competence program, (BAIFA, BAC, BAGB, BAECE), this course addresses the following requirements:

Competence	Competence Statement / Criteria
FX	Identify and plan appropriate training solutions to individual and/or group performance gaps.
H2X	Use two or more theories of human development to analyze your own experiences of training or development in an organization.

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Learning Strategies and Resources

Some learning activities, assignments and deadlines will vary depending on the delivery format of the course and may differ slightly from what is presented in this document.

This class will not teach you everything about training and development. It is designed to help you learn the essentials – a systematic approach that you can use in any organization, or in your own life. You will have the opportunity to explore any of the areas that we will address in more depth if you choose.

Required Readings

Books and learning materials are available at the DePaul bookstore, at <http://depaul-loop.bncollege.com>, or through alternative sources.

Noe, R. (2020). Employee Training and Development. (8th Ed.). New York: McGraw-Hill/Irwin. ISBN 978-1-260-04374-7

An electronic version of the text is available.

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Learning Deliverables

This course contains discussion forums related to the topics you are studying each week.

This class has four case analyses. One of the case analyzes will be a group assignment. The goal is to help you view aspects of training and development from a broader perspective, informed by the ideas and approaches of a few other students. It also allows you the chance to get to know a few other students better.

There is also a term research final project.

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Assessment of Student Learning

Distribution of Grade Points

Weekly Discussion	35%
Weekly Mini Case Studies	20%
Research Project	45%

Grading Scale

A = 95 to 100	A- = 91 to 94	B+ = 88 to 90
B = 85 to 87	B- = 81 to 84	C+ = 77 to 80
C = 73 to 76	C- = 69 to 72	D+ = 65 to 68
D = 61 to 64	F = 60 or below	INC

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Course Schedule

Week and Module Title	Readings	Assignments
Week 1, Module 1: Employee Training and Development / Needs Assessment	Noe, R., Chapters 1 and 3	1.0 Introductions Discussion Forum 1.1 Training Needs Analysis 1.2 Case 1: Is This the Right Training?
Week 2, Module 2: Learning and Transfer of Training/Program Design	Noe, R., Chapters 4 and 5	2.1 How Do People Learn and Change? 2.2 Case 2: Should This Training Work?

		2.3 Term Project: Part 1 Setting and Needs Analysis
Week 3, Module 3: Traditional Training Methods/Technology-Based Training Methods	Noe, R., Chapters 7 and 8	3.1: Training & Developing Approaches 3.2 Case 3: Can I Help You? 3.3 Term Project: Part 2 - Analyze Training & Development Approaches
Week 4, Module 4: Learning and Transfer of Training/Employee Development and Career Management	Noe, R., Chapters 4 and 9	4.1 Walking the Talk: Transfer to the Job 4.2 Case Analysis: Off to College (Group) 4.3 Term Project: Part 3: Analyze Transfer and Change
Week 5, Module 5: Training Evaluation	Noe, R., Chapter 6	5.1: Evaluating Training and Success Outcomes 5.2: Term Project (Final)

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Course Policies

For access to all SCPS and DePaul University academic policies, refer to the following links:

[SCPS Student Resources Website](#)

[DePaul Student Handbook](#)

The [D2L Course Website](#) for this course.

Course Syllabus

The official syllabus for this course that includes course dates, instructor information and quarter specific details will be provided by the course instructor by the start of the course and available on the course D2L website.

Course Registration

To find out when this course will be offered next, you can go to the [SCPS Registration website](#) for details on how to register for the course.

For information on how this course can apply to your program, contact your academic advisor.

School of Continuing and Professional Studies

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