



COURSE SYLLABUS

COURSE TITLE: Human Resource Development **TERM & YEAR:** Fall 2023

COURSE & SECTION NUMBER: MGT 343

TIME & PLACE: Asynchronous, Online

NUMBER OF CREDIT HOURS: 3

OFFICE HOURS: TBD

INSTRUCTOR: TBD

HOME PHONE: TBD

EMAIL: TBD

COURSE DESCRIPTION: This course is a study of processes, methods, theories, and current practices in training and staff development in business and organizational settings. The course focuses on practices that facilitate learning and change to achieve organizational objectives.

PREREQUISITES: MGT 313

REQUIRED TEXT: The textbook for this course is *Human Resource Management*, ISBN-9781946135-11-7. It is an open-source textbook available from Open Textbook Library. You can download this for free at: <https://open.lib.umn.edu/humanresourcemanagement/>

LEARNING OUTCOMES:

Upon completion of this course, the student should be able to:

- Identify and explain training and development principles, tools, and skills. **(LO1)**
- Differentiate between the multiple approaches that may be used to satisfy training and development needs. **(LO2)**
- Evaluate training processes and methods as they relate to organizations, groups and individuals. **(LO3)**
- Explain how learning and transfer of training are enhanced by new training technologies. **(LO4)**
- Describe indicators for training effectiveness. **(LO5)**
- Identify training and human relations challenges in the future. **(LO6)**

COURSE REQUIREMENTS:

ASSIGNMENT DUE DATES:

Late assignments are NOT accepted. If a documentable emergency arises, please contact the instructor IMMEDIATELY and BEFORE THE DUE DATE via email to make alternative submission arrangements. You will be required to provide documentation of the emergency.

WEEKLY ACTIVITIES AND ASSIGNMENTS:

- **Text Reading**

Purpose: The course text *Human Resource Management* is a comprehensive overview of the functions of businesses and organizations in communities. All assignments are based on the content of the text and supplementary materials. In order to successfully navigate the business context, it is important to master these foundational concepts. Careful reading of your text and supplementary materials and viewing of the videos will help you understand and apply the concepts.

- **Discussion Forum participation:**

Purpose: The purpose of the discussion forums is to learn and form an opinion on the textbook topics in the discussion forum and to interact with colleagues. You must post a response (250+words) to the discussion topic by 11:59 on the due date (Wednesday) and respond in a professional, relevant and substantive post (75+ words) to at least two other classmates by the end of the week (Sunday 11:59 PM).

Course/Materials: Each discussion forum has a topic and scenario for you to post your initial response and provide feedback to at least two other colleagues.

- **Written Assignments:**

Purpose: The purpose of the written assignments is to learn and write proficiently about the issues and practices found in the major business functions in the United States. Use the APA style of writing and cite and reference all sources used including the course textbook. For possible full credit, respond to all questions/requirements of the assignment and cite all sources.

- **Paper/Project (Final Paper):** The final paper concludes a student's ability to concisely present text material and a contemporary thought process for this online class. The instructions for this assignment are posted on Moodle. If you work on this paper throughout the course; you will find it much easier to complete on time.
- **Exams:** The exams for this course are true or false, short answer, essay, and multiplechoice questions. Review the instructions on the Moodle course for the number of questions and the time allowed for the two exams (mid-term and final).

The exams are based on chapters from the textbook and supplementary material (including videos) supplied each week. The exams can only be taken one time.

GRADING/EVALUATION:

Point Values for Assignments

Activity/Assignment	Points	Percentage of grade
Self-Introduction Forum	20	3%
Discussion Forums	230	33%
Written Assignments	220	31%
Exams	130	19%
Final Paper	100	14%
TOTAL	700	100%

COURSE CALENDAR/SCHEDULE: Please see accompanying Course Schedule and Assignment Summary. The instructor reserves the right to change the syllabus. Students will be advised of any changes in advance of the occurrence.

Final grades will be based on the following criteria:

Grade	Percentage
A	90-100
B+	86-89
B	80-85
C+	76-79
C	70-75
D+	66-69
D	60-65
F	Below 60

COURSE MAPPING:

Week and Title	Weekly Learning Outcome Alignment	Learning Activities and Materials (LO alignment)	Assessments (LO alignment)
Week One: Retention and Motivation	Differentiate between the multiple approaches that may be used to satisfy training and development needs. (LO2) Identify training and human relations challenges in the future. (LO6)	Read: <ul style="list-style-type: none"> <i>Retention and Motivation (LO2) (LO6)</i> <i>Employee Retention: 8 Strategies for Retaining Top Talent (LO2) (LO6)</i> Watch: <ul style="list-style-type: none"> <i>Respectful Supervisor Motivating and Retaining Employees (LO2) (LO6)</i> <i>Minimizing the Cost of Turnover (LO2) (LO6)</i> 	Participate: <ul style="list-style-type: none"> Discussion Forum (LO6) Reponses (LO6) Assignment: <ul style="list-style-type: none"> What Motivates You? (LO2) (LO6) Survey on Motivation Strategies (LO2) (LO6)

Week Two: Training and Development Delivery	Differentiate between the multiple approaches that may be used to satisfy training and development needs. (LO2) Evaluate training processes and methods as they relate to organizations, groups, and individuals. (LO3) Explain how learning and transfer of training are enhanced by new training technologies (LO4)	Read: <ul style="list-style-type: none"> Chapter 8-1, 8-2, 8-3: <i>Training and Development Delivery (LO2)</i> <i>5 Training Delivery Methods to use in your L & D Program (LO2) (LO4)</i> Watch: <ul style="list-style-type: none"> <i>First Training of Google (LO2) (LO3)</i> <i>Karen May on How Googlers Teach and Learn (LO2) (LO3)</i> <i>How Google Transformed Their L & D Delivery (LO2) (LO3) (LO4)</i> 	Participate: <ul style="list-style-type: none"> Discussion Forum (LO2) (LO3) (LO4) Reponses (LO2) (LO3) (LO4) Assignment: <ul style="list-style-type: none"> Training Delivery Methods (LO2) (LO3)
Week Three: Training and Development - Designing a Training Program	Identify and explain training and development principles, tools, and skills. (LO1)	Read: <ul style="list-style-type: none"> Chapter 8.4 and 8.5 <i>Training and Development – Designing a Training Program (LO1)</i> <i>Training and Development Lardbucket (LO1)</i> Watch:	Participate: <ul style="list-style-type: none"> Discussion Forum (LO1) Reponses (LO1) Assignment: <ul style="list-style-type: none"> PowerPoints for Training Program for Employee

		<ul style="list-style-type: none"> 7 Steps to Implement New Training Program (LO1) 	Motivation (LO1)
Week Four: Training Effectiveness	<p>Identify and explain training and development principles, tools, and skills. (LO1)</p> <p>Differentiate between the multiple approaches that may be used to satisfy training and development needs. (LO2)</p> <p>Evaluate training processes and methods as they relate to organizations, groups and individuals. (LO3)</p> <p>Explain how learning and transfer of training are enhanced by new training technologies (LO4)</p> <p>Describe indicators for training effectiveness. (LO5)</p>	<p>Read:</p> <ul style="list-style-type: none"> <i>3 Ways to Measure Training Effectiveness</i> (LO5) <i>7 Innovative Ways to Measure Training Effectiveness</i> (LO5) <i>How to Implement an Effective Employee Training Program</i> (LO5) <p>Watch:</p> <ul style="list-style-type: none"> <i>Planning an Effective Emp Program</i> (LO5) 	<p>Participate:</p> <ul style="list-style-type: none"> Discussion Forum (LO5) Reponses (LO5) <p>Assignment:</p> <ul style="list-style-type: none"> Mid-Term Exam (LO1) (LO2) (LO3) (LO4) (LO5) (LO6)

	Identify training and human relations challenges in the future (LO6)		
Week Five: Managing Employee Performance	Identify training and human relations challenges in the future. (LO6)	<p>Read:</p> <ul style="list-style-type: none"> <i>Managing Employee performance</i> (LO6) <i>Managing Performance Issues with Grace</i> (LO6) <i>Managing Poor Performance in the Workplace</i> (LO6) <p>Watch:</p>	<p>Participate:</p> <ul style="list-style-type: none"> Discussion Forum (LO6) Reponses (LO6) <p>Assignment:</p> <ul style="list-style-type: none"> Employee Performance Issues (LO6)

		<ul style="list-style-type: none"> • <i>How to Diagnose Poor Employee Performance</i> (LO6) 	
Week Six: Employee Assessment	<p>Differentiate between the multiple approaches that may be used to satisfy training and development needs. (LO2)</p> <p>Evaluate training processes and methods as they relate to organizations, groups, and individuals. (LO3)</p>	<p>Read</p> <ul style="list-style-type: none"> • <i>Read: Employee Assessment</i> (LO2) (LO3) • <i>Read: How to Conduct Employee Training Assessments</i> (LO2) (LO3) <p>Watch:</p> <ul style="list-style-type: none"> • Training Needs Assessment (LO2) (LO3) • The Training Process (LO2) (LO3) 	<p>Participate:</p> <ul style="list-style-type: none"> • Discussion Forum (LO2) (LO3) • Responses (LO2) (LO3) <p>Assignment:</p> <ul style="list-style-type: none"> • Appraisal Methods (LO2) (LO3)
Week Seven: Training Processes and Succession Planning for Organizations	<p>Identify and explain training and development principles, tools, and skills (LO1)</p> <p>Evaluate training processes and methods as they relate to organizations, groups, and individuals. (LO3)</p> <p>Explain how learning and transfer of training are enhanced by new training technologies. (LO4)</p>	<p>Read:</p> <ul style="list-style-type: none"> • Previous weekly modules for information for final paper (LO1) (LO3) (LO4) • <i>10 Tips for an Effective Succession Planning Strategy</i> (LO3) • <i>The Benefits of Coupling Training and Development with Succession Planning</i> (LO3) (LO4) <p>Watch:</p> <ul style="list-style-type: none"> • <i>Why Succession Planning is Essential: The Case of the Runaway Talent</i> (LO3) 	<p>Participate:</p> <ul style="list-style-type: none"> • Discussion Forum (LO3) (LO4) • Responses (LO3) (LO4) <p>Assignment:</p> <ul style="list-style-type: none"> • Final Paper on Training at a Fortune 500 Company (LO1) (LO3) (LO4)
Week Eight: Safety and Health at Work	<p>Identify and explain training and development principles, tools, and skills. (LO1)</p>	<p>Read:</p> <ul style="list-style-type: none"> • <i>Safety and Health at Work</i> (LO3) (LO6) 	<p>Participate:</p>

	<p>Differentiate between the multiple approaches that may be used to satisfy training and development needs. (LO2)</p> <p>Evaluate training processes and methods as they relate to organizations, groups, and individuals. (LO3)</p> <p>Identify training and human relations challenges in the future. (LO6)</p>	<ul style="list-style-type: none"> • <i>What is OSHA?</i> (LO1) (LO3) (LO6) • <i>Countdown: OSHA's Top 5 Most Cited Violations</i> (LO6) • <i>Workplace How to Identify and Manage Workplace</i> <ul style="list-style-type: none"> • <i>Workplace Safety - OSHA - Safety at Work</i> (LO3) • <i>Workplace Violence Training</i> (LO3) (LO6) <p><i>Bullying</i> (LO3) (LO6)</p> <p>Watch:</p>	<ul style="list-style-type: none"> • Discussion Forums (LO3 (LO6)) • Responses (LO3) (LO6) <p>Assignment</p> <ul style="list-style-type: none"> • Final Exam (LO1) (LO2) (LO3) (LO6)
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