COMMON COURSE OUTLINE:  Course discipline/number/title:  SMGT 1350: Employee Training

A.  CATALOG DESCRIPTION
1.  Credits:  2
2.  Hours/Week:  2
3.  Prerequisites (Course discipline/number):  None
4.  Co-requisites (Course discipline/number):  None
5.  MnTC Goals (if any):  NA

This course provides students with the skills and strategies necessary to assess training needs, design and prepare a training plan. Emphasis will be on meeting identified training needs, using effective adult learning techniques, and transferring the training to the workplace. Recommended entry skills/knowledge: Reading and writing at the college level is encouraged.

B.  DATE LAST REVISED (Month, year):  October, 2010

C.  OUTLINE OF MAJOR CONTENT AREAS:
Course Focus: This course will focus on practical application skills for supervisors to design and deliver effective training sessions at work.
1.  Needs assessment
2.  Training plans
3.  On-The-Job training
4.  Adult learning styles
5.  Training evaluations
6.  Individual employee development plans

D.  LEARNING OUTCOMES (GENERAL): The student will be able to:
1.  Explain the components that comprise a training plan including needs analysis.
2.  task and gap analysis, adult learning styles, training objectives, content, methods, and evaluation.
3.  Identify role of subject matter experts in creation of training programs.
4.  Describe steps to partner with internal or external training consultants.
5.  Define manager's or supervisor's role in transfer of learning.
6.  Identify development needs of employees and create individual employee development plan.

E.  LEARNING OUTCOMES (MNTC):  NA

F.  METHODS FOR EVALUATION OF STUDENT LEARNING:
1.  Oral Presents
2.  Textbook Problems
3.  Groups Activities
4.  Individual Project
5.  Worksheets
6.  Application Papers

G.  RTC CORE OUTCOME(S) ADDRESSED:
☒ Communication  ☐ Civic Responsibility
☒ Critical Thinking  ☒ Personal/Professional Accountability
☒ Global Awareness/Diversity  ☐ Aesthetic Response

H.  SPECIAL INFORMATION (if any):  None