

PSYCHOLOGY 340: TRAINING & DEVELOPMENT

University Of Waterloo, Fall 2006

Wednesdays: 6.30 – 9.20 pm

Room: AL208

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OBJECTIVES OF THE COURSE

The objective of this course is to give students a perspective on the significance of the Training and Development function to an organization=s competitive performance. As such, this course will be of importance to those students who are interested in pursuing a career as a Training Consultant, Human Resource Practitioner, or as a manager in any functional area of an organization. This course is designed as a skill development program and will cover the role and strategic significance of the Training and Development function.

TEACHING METHODS

This course is structured as a skill-building training program for students who are interested in becoming training professionals or for functional managers who are interested in training and development as a means to improve organizational performance.

The teaching method is interactive and *requires class input and involvement*. It will include lectures, discussions, presentations, videos, role-plays, exercises and case studies. Your learning objectives can best be met through active involvement in class discussions and participation.

The role of the instructor is to stimulate and guide the class discussion. This may involve the instructor asking questions which probe the depth of a student=s understanding of the issues, reviewing theoretical concepts and encouraging students to present different points of view on an issue.

EVALUATION

The final grade will be determined from the following sources of information:

Class Participation:	20%
Mid-term:	25%
Written Assignment:	20%
Final Exam:	35%

EVALUATION DETAILS

1. PARTICIPATION 20%

The best classes are ones in which there is interaction among participants and the professor, as learning occurs best when involvement is high. As this course has a skill development focus, participation is critical to your success. The three-hour class period will consist of lecture and full-class discussion for the first half of the lecture period. For the remainder of the class, you will be divided into smaller groups in order to allow you to participate in group discussions and small group presentations. The groups will be facilitated by the professor or a teaching assistant and will rotate each week.

In order to do well in these classes, you must meet three expectations: attendance, preparation and qualitative participation. It is essential that you attend every class. Inconsistent attendance will affect your participation grade and may affect your mid-term and final exam. Preparation requires that you read the assigned material and fully prepare any questions or exercises. You may be called upon to contribute to the class on any day. Participation means you contribute to the class through comments, questions, and analysis. Class participation provides you with an opportunity to develop skills in oral communication and also contributes to the learning of all participants. In addition, you may be asked to lead a short discussion on a relevant topic. These assignments will contribute to the participation mark.

2. WRITTEN ASSIGNMENT 20%

The written assignment in this course will consist of a reflective journal (5-6 pages) on a topic that interests you and is relevant to the field of T & D. You will be required to do some research and use as a primary source an article in a scholarly journal or peer-reviewed academic journal that you will use as the foundation for your assignment. Guidelines for the assignment will be provided in class during week two of classes. Topic/article proposals are due by **week 6 (October 18)**. The purpose of this journal is to allow you to go beyond the text or lecture material and further explore a topic that interests you. The journals will be **due in class on week 11(November 22)**.

Note: Late assignments are only accepted under unusual circumstances. Late submissions will be deducted by 10% of the mark for each day after the due date.

3. MID-TERM EXAM 25%

The mid-term exam will be written in-class on **week 7 (Oct.25)**. The exam will consist of a multiple choice and short answer format and will cover *all* the material in the assigned chapters of the text and lectures up to and including week 6. There will be no deferred or makeup mid-term. If you have a valid and documented reason for missing the mid-term on October 25, the grade allocation will be added to your final exam, making it worth 60% of your final grade in the course.

4. FINAL EXAM 35%

The final exam will be held during the scheduled exam period during **December 8-22, 2006**. The purpose of the final examination is to reinforce and integrate the knowledge and skills acquired in the entire course. There will be questions spanning all of the material covered, including the small group discussions. The questions will consist of essay type questions that have an applied focus.

Avoidance of Academic Offences

The Arts Faculty Council requests the following statement on all course outlines:

All students registered in the courses of the Faculty of Arts are expected to know what constitutes an academic offence, to avoid committing academic offences, and to take responsibility for their academic actions. When the commission of an offence is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offences and types of penalties, students are directed to consult the summary of Policy #71 which is supplied in the Undergraduate Calendar, section 1; on the website at:

http://www.adm.uwaterloo.ca/infoucal/UW/policy_71.html

If you need help in learning how to avoid offences such as plagiarism, cheating and double submission or if you need clarification of aspects of the discipline policy, please ask your instructor for guidance. Other resources are your academic advisor and the Undergraduate associate Dean. For further information see:

<http://www.watarts.uwaterloo.ca/~sager/plagiarism.html>

**Psych 340 - Training and Development
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Note: This schedule serves as a guide only. The material & topics covered in each session may vary from time to time depending on class discussion & interests.

Week #	Date	Schedule
1	September 13	< Course overview, expectations and requirements < Evolution of Training and Development < Training in Canada - Challenges Text: Ch. 1
2	September 20	< Training Model < Motivation & Learning < Discussion of written assignment & guidelines Text: Ch.2
3	September 27	< Needs analysis Text: Chapter 3
4	October 4	< Program design- - Gagne-Briggs Model < Learning outcomes Text: Chapter 4
5	October 11	< Traditional training methods Text: Chapter 5
6	October 18 Journal – proposals due	< E-learning < Technology in training Text: Chapter 6
7	October 25	Mid-term exam in class (covers material from weeks 1-6)
8	November 1	< Implementation of Training Text: Chapter 7
9	November 8	Evaluation of training Text: Chapter 8
10	November 15	< Training in Canadian Organizations Text: Chapter 9
11	Nov. 22 Written Reports – due	< Management Development Text: Chapter 10
12	Nov. 29	< Career Management in the 21 st Century < Course summary

