NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
ITE 181 - TECHNICAL TRAINING PRINCIPLES (3 CR.)

Course Description

Provides instruction in training principles related to technology with an emphasis on methods of training and resource development. This course requires development of a technical training lesson using instructor-led training and/or computer-based training. This course includes discussion on latest trends in training. Lecture 3 hours per week.

General Course Purpose

Provides instruction in training principles related to technology with an emphasis on methods of training and resource development. This course requires development of a technical training lesson using instructor-led training and/or computer-based training. This course includes discussion on latest trends in training.

Course Prerequisites/Corequisites

None

Course Objectives

Upon completion of this course, the student will be able to:
   a)   Describe major components of strategic training.
   b)   Develop needs assessment.
   c)   Incorporate learning and transfer of training strategies.
   d)   Develop a program design.
   e)   Develop a training evaluation.
   f)   Summarize traditional training methods.
   g)   Describe technology-based training methods.
   h)   Describe employee development and career management.
   i)   Describe social responsibilities
   j)   Describe the future of training and development

Major Topics to be Included

   a)   Introduction to Employee Training and Development
   b)   Needs Assessment and Training Analysis
   c)   Learning Theories
   d)   Training Design and Development
   e)   Training Delivery
   f)   Training Evaluation
   g)   Training Methods
   h)   E-Learning and Use of Technology in Training
   i)   The Future of Training and Development

Student Learning Outcomes

Describe major components of strategic training
   a)   Discuss how business strategy influences the type and amount of training in a company
   b)   Describe the strategic training development process
   c)   Discuss how a company staffing and human resource planning strategies influence training

d) Explain the training needs created by concentration, internal growth, external growth and disinvestment business strategies
e) Discuss the advantages and disadvantages of centralizing the training function
f) Explain a corporate university and its benefits

Develop needs assessment
a) Discuss the role of organization analysis, personal analysis and task analysis in needs assessment
b) Identify different methods used in needs assessment and identify the advantages and disadvantages of each method
c) Discuss the concerns of upper and mid-level managers and trainers in needs assessment
d) Explain how personal characteristic input, output, consequences, and feedback influence performance and learning
e) Create conditions to ensure that employees are receptive to training
f) Discuss the steps involved in conducting a task analysis
g) Analyze task analysis data to determine the tasks for which people need to be trained
h) Explain competency models and the process used to develop them

Incorporate learning and transfer of training strategies
a) Discuss the five types of learner outcomes
b) Explain the implication of learning theory for instructional design
c) Incorporate adult learning theory into the design of a training program
d) Describe how learners receive, process, store, retrieve and act upon information
e) Discuss the internal conditions and external conditions necessary for the trainee to learn each type of capability
f) Discuss the implications of open and closed skills and near and far transfer for designing training programs
g) Explain the features of instruction and the work environment that are necessary for learning and transfer of training

Develop a program design
a) Be able to choose and prepare a training site based on how trainees will involve and interact with the content and each other in the course
b) Prepare the instruction using curriculum road map, lesson plan, design document and concept map
c) Explain how trainees age, generational differences, and personality might influence how programs are designed
d) Prepare a request for proposal and a list of questions to evaluate training consultant and suppliers
e) Explain the program design elements that should be included to ensure near and far transfer of training
f) Develop a self-management module for a training program
g) Design application assignments and action plans to enhance learning and transfer of training
h) Make recommendations about what managers can do before, during, and after training to facilitate learning and transfer
i) Identify different ways to manage knowledge and the conditions necessary for employees to share knowledge

Develop a training evaluation
a) Explain why evaluation is important
b) Identify and choose outcomes to evaluate a training program
c) Discuss the process used to plan and implement a good training evaluation
d) Discuss the strengths and weaknesses of different evaluation designs
e) Choose the appropriate evaluation design based on the characteristics of the company and the importance of purpose of the training
f) Conduct a cost-benefit analysis for ta training program
g) Explain the role of the workforce analytics and dashboards to determine the value of training practices

Summarize traditional training methods
a) Discuss the strengths and weaknesses of presentations, hands-on, and group building training theory
b) Provide recommendations for effective on-the-job training
c) Develop a case study
d) Develop a self-directed learning module
e) Discuss the key components of behavior modeling training
f) Explain the conditions necessary for adventure learning to be effective
g) Discuss what team training should focus on to improve team performance

Describe technology-based training methods
a) Explain how new technologies are influencing training
b) Evaluate a web-based training site
c) Explain how learning and transfer of training are enhanced by new training technologies
d) Explain how learning and transfer of training are enhanced by new trying technologies
e) Explain the strengths and limitations of e-learning, mobile learning training methods, and simulations
f) Explain the different types of social media and the condition conducive to their use for training
g) Describe to a manager the different types of distance learning
h) Recommend what should be included in electronic performance support systems
i) Compare and contrast the strengths and weaknesses of traditional training methods versus those of technology-based training methods
j) Identify and explain the benefits of learning management systems

Describe employee development and career management
a) Discuss the steps in development planning process
b) Explain the employees and company's responsibility in planning development
c) Discuss current trends in using formal education for development
d) Relate how assessment of personality type, work behavior, and job performance can be used for employee development
e) Explain how job experiences can be used for development and suggest a job experience to match an employee's development goal or need
f) Identify the characteristics of an effective mentoring program
g) Describe the succession planning process and how the nine-box grid is used
h) Design an effective on-boarding process

Describe social responsibilities
a) Discuss the role of training partnerships in developing skills and contributing to local communities
b) Discuss the potential legal issues that relate to training
c) Develop a program for effectively managing diversity
d) Design a program for preparing employees for cross-cultural assignments
e) Discuss the importance of career paths and dual career paths for employees and companies
f) Develop policies to help employees achieve work-life balance
g) Descried how companies are helping veterans develop skills and get employment
h) Explain the value of phase retirement programs for older employees

Describe the future of training and development
a) Identify the future trends that are likely to influence training departments and trainers
b) Discuss how these future trends may affect training delivery and administration, as well as the strategic role of training department
c) Discuss how rapid instructional design differs from traditional training design
d) Discuss the advantages of embedded learning
e) Discuss how training can contribute to a company sustainability initiative
f) Discuss the implications of cloud computing for learning training, and development

Required Time Allocation per Topic

In order to standardize the core topics of ITE 181 so that a course taught at one campus is equivalent to the same course taught at another campus, the following student contact hours per topic are required. Each syllabus should be created to adhere as closely as possible to these allocations. Of course, the topics cannot be followed sequentially. Many topics are taught best as an integrated whole, often revisiting the topic several times, each time at a higher level. There are normally 45 student contact hours per semester for a three credit course. (This includes 15 weeks of instruction and does not include the final exam week so 15* 3 = 45 hours. Sections of the course that are given in alternative formats from the standard 16 week section still meet for the same number of contact hours.) The final exam time is not included in the time table. The category, (**Other optional content**), leaves ample time for an instructor to tailor the course to special needs or resources.

Topic	Hours	Percent
Describe major components of strategic training	4	8
Develop needs assessment	5	12
Incorporate learning and transfer of training strategies	5	12
Develop a program design	6	13
Develop a training evaluation	6	13
Summarize traditional training methods	3	7
Describe technology-based training methods	5	12
Describe employee development and career management	4	8
Describe social responsibilities	4	8
Describe the future of training and development	3	7
Exams and Quizzes	45	100