### MGMT CLASS NAME & NUMBER:
MGMT/EDUC 579 Training and Development Overview

### QUARTER:
Summer 2016

### DATES/TIME:
Weekend Format:
- Fri., 7/15/2016, 6:30 p.m. - 9:30 p.m.
- Sat.-Sun., 7/16-7/17/2016, 9:00 a.m. - 4:00 p.m.

### CLASSROOM LOCATION:
Please refer to BenULive:
http://www.ben.edu/benulive/index.cfm

### INSTRUCTORS:
Bill Doucette, Ph.D.

### CELL PHONE:
847-204-2546

### E-MAIL:
wdoucette@ben.edu

### OFFICE LOCATION:
Adjunct Faculty

### COURSE OBJECTIVES:
This course is designed to provide an introduction to the steps involved in the training and development process. It will, through a combination of experiential exercises, class discussions and lectures, give students an opportunity to develop skills in needs assessment, learning objectives preparation, training proposal development and presentation, course design and training module planning, delivery and evaluation.

### CLASS GRADING:
- 5% - Ice Breaker Assignment
- 20% - Class Preparation and Participation
- 25% - In-Class Assignments and Article Review
- 50% - Final Paper

**Final Paper**
Due Monday, August 15, 2016. Details and topic will be covered in class

### REQUIRED TEXT and/or Cases:

Articles supplied by instructor.

### Course Syllabus
A detailed course syllabus will be distributed and discussed on Friday

### Class Preparation
Be familiar with all chapters in the book

### PRE-CLASS ASSIGNMENT:
1. Each student will be responsible for conducting an Ice Breaker or Energizer once during the weekend. Examples can be found online or create your own. A good Ice Breaker provides an opportunity for all participants in the training to get to know each other and breaks the tension in the room that can be felt at the beginning of a training program. An Energizer gets people up and moving, breaks up the tedium of a content-heavy presentation and refocuses the group’s energy. Students must turn in a short description of their Ice Breaker or Energizer on the day they are to lead the activity. Be prepared to present your Ice Breaker or Energizer on Friday evening.
2. Chapter 4 – Learning Theories beginning on page 154. Be prepared to present each theory to the class discussing their meaning and implications.