

# Dakota County Technical College

## BUSN 1140: Training and Developing Employees

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Consider employee training and development needs from orientation through progressive job training to enhance organizational effectiveness. Assess learning styles of trainees, and learn effective training techniques to reach a wide range of learners. Design and deliver a work-related training session. Understand the risks and rewards of the training process. Create a positive physical, social and emotional environment that arouses learning abilities while reducing learning barriers.

**B. COURSE EFFECTIVE DATES:** 05/21/2014 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. Analyze training needs
2. Assess learning styles
3. Consider Trainers Liability
4. Create a positive & comfortable learning environment
5. Deliver training sessions
6. Develop and use training aids
7. Develop training objectives
8. Evaluate the role of training and developing employees in organizations
9. Examine the role training has on career development opportunities
10. Measure training effectiveness
11. Prepare training plans
12. Support trainees through coaching

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted