

B.W. Adams



1989 - 90

Glassboro State College Senate Curriculum Committee

Approval Form

Proposal Title: new course proposal Principles of Training and Training Management

Sponsor(s) Enslin, Frankl, -M. Lee Dept.: Management/MIS Ext. 6412

Check one: Course Specialization Concentration Minor Achievement Certificate
 Certification Program Major Program Minor Change (please name deletion or credit/title/catalog change)

Undergraduate Graduate 3 Credit Hours

Step 1 (Department)

Approved 2/5/90
Date

Not Approved

[Signature]
Dept. CC Chairperson

Reviewed 2/19/90
Date

[Signature]
Dept. Chairperson

Step 2 (Receipt)

SCC# 89-90-41

Proposal Received 3/13/90
Date

[Signature]
SCC Chairperson

Step 3 (School CC)

Reviewed 2/16/90

Approved
 Not Approved

Comments:

[Signature]
School Curr. Comm. Chairperson

Step 4 (Academic Dean)

Comments:

Recommend
 Not Recommend
 Conditionally Recommend (see comments)

Reviewed _____
Date

Signature, Dean of School

Step 5 (SCC)

Open Hearing 4/20/90 Approved by Senate Curriculum Committee 5/4/90
Date Date

Returned to sponsor(s) for the following reasons:

Step 6 (Senate)

Presented to Senate 5/17/90 Approved Not Approved
Date

Notification to Executive Vice-President/Provost 6-4-90 [Signature]
Date Signature, SCC Chairperson

Step 7 (Executive V.P./Provost)

Received 6/4/90
Date

Approved Yes No

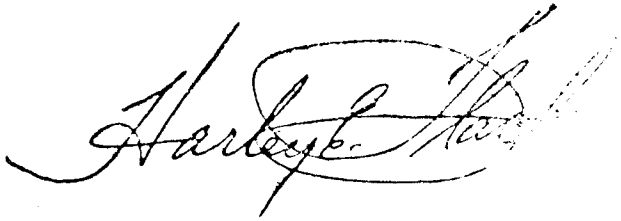
If no, reasons are as follows:

Student credit hours 3

Faculty load hours 3

Equalized credit hours 3

Official copy and approval sheet filed 6/25/90
Date



Signature, Executive Vice-President/Provost

Registrar

Approved course description received _____
Date

Hegis Taxonomy and Course Number assigned C506-420

Bryant Kelsey for DB 9 July 90
Signature, Registrar Date

Notification forwarded:

- Senate Curriculum Committee Chairperson
- Department Chairperson(s)
- Academic Dean(s)
- Registrar
- Sponsor(s)

GLASSBORO STATE COLLEGE
SCHOOL OF BUSINESS ADMINISTRATION

New Course Proposal

Principles of Training and Training Management

COURSE: Principles of Training and Training Management

CREDIT HOURS: 3

SPONSORS: William Enslin, Associate Professor of Management
Razelle Frankl, Associate Professor & Coordinator of Human Resources Management

COURSE LEVEL: Senior

PROGRAMMATIC NEEDS: Senior level course offered in HRM specialization. Part of program developed to prepare students for Personnel Administration certification.

CURRICULAR EFFECT: Business Elective, Human Resources Management Elective

PREREQUISITES: Human Resources Management and Organization Behavior.

SUGGESTED TIME & SCALE OF IMPLEMENTATION: Spring 1991, one section
Spring semester only.
Limit 20 students, special conference room with chart/pak easel and slide projector.

ADEQUACY OF FACULTY: There are six faculty members who are organizational development consultants and experienced trainers.

Razelle Frankl
Linda Ross
Thomas Michael

William Enslin
~~William Enslin~~

RATIONALE: Analysis of the Human Resources Management (HRM) curriculum identified a need for a "training and management development" course at the senior level. This need is explained in the following sections.

- I. A major "gap in HRM" functional areas.
- II. Student interest in this as a career.
- III. A critical HRM skill.
- IV. Projected organizational needs of firms employing GSC students.

I. Gap in major for the Training function within HRM

*The major functional HRM subjects are taught (Legal Aspects, Compensation, Labor & Industrial Relations) as required courses only. Training and Development as a functional area is omitted. Research skills are incorporated into all HRM courses offered at GSC.

*need to reinforce and understand training applications in HRM. In order to stay competitive, firms are using training to enhance worker productivity, improve the quality of worklife, introduce new technologies into the workplace, and respond to stress related employee problems.

- II. Our students have requested "training" experience as a skill (part of their ability to communicate within a business). At the same time, organizations must develop and update the knowledge, skills and abilities of employees. Training and development is a separate staff function requiring special skills and education. Recent job vacancy advertisements in newspapers reflect growing job opportunities in this area. Management development and training position openings have appeared within the last six months in the Philadelphia Inquirer, Camden Courier Post, New York Times, and The Wall Street Journal. These newspapers are used by our Glassboro State College students and reflect potential career opportunities for our business students. The demand is expected to grow.
- III. American firms spend over \$40 billion a year on employee education according to the Carnegie Foundation, and as many "students" go through "corporate classrooms" in a year as attend our colleges. Major changes in the organizational environment continue to fuel the needs of organizations to help workers develop new skills, key knowledge and attitudes to perform present jobs and prepare for future jobs. Some of the major substantive areas which require training are:

The legal aspects of affirmative action, selection and out placement; Right to Know laws; occupational health and safety; flexible benefits. All these are in addition to the on going employer/employee relationships which have always been the domain of training and development specialists. Team workers for promotion; introduction of new technology; organization change projects; supervisory and management development courses.

3. ESSENCE OF THE COURSE

Course Title: Training and Management Development Syllabus

Course Description:

This course will expose students to various theories and methodologies used to plan, design, conduct and evaluate training and management development programs in organizations. The learning experience within the course is designed to provide the student the knowledge, information, and skills required to develop and implement a training program. The course material offers a practical, "how to" approach to training and development, as well as managing the training function.

Each student in the course will participate in the development of a training program or module, which will be presented and critiqued at the end of the semester.

Course Objectives:

At the end of the course students will be able to:

1. Provide training administration and understand training departments role and responsibility in the organization.
2. Conduct a training needs analysis in an organization.
3. Distinguish between skill development, behavioral modification and education.
4. Develop instructional objectives and course material which relate to the needs analysis.
5. Design and utilize appropriate instructional methodologies and technology in presenting program material.
6. Construct evaluations to determine whether or not program instructional objectives were achieved.
7. Coach line managers in on the job training events.

Topical Outline/Content:

The objectives are specific and reflect the exact content:

1. Introduction to training administration.
2. Determining the training needs of an organization
3. Developing instructional objectives

4. Course/workshop development to meet organizational training needs
5. Different learning modes
6. Training environment and preparation
7. Training material preparation and presentation
8. Instructional methodologies
9. Training evaluation approaches
10. Coaching and follow-up training

Evaluation and Grading Procedure:

Mid Term Exam	30%
Training Program and Presentation	40%
Final Exam	30%

Course Evaluation:

A large part (40%) of the student's grade will be to successfully respond to an organizational training need. The student will be expected to develop and present a workshop that best meets the articulated training need. The student will receive feedback from the faculty member, fellow students and the organization where possible. The student will be tested on concepts, definitions and applications on both the mid-term and final. The course will be evaluated through student evaluations, which are conducted each semester. In addition, the course will be reviewed as part of the Human Resources Management curriculum when the total Management program is reviewed.

4. *Result of Consultation:* Consultations with chair and faculty of Department of Management, especially those teaching courses in Human Relations specialization support this proposal in order to update HBM as a specialization and to enhance the quality of our program. Consultation with Department of Technology resulted in the development of complementary programs, which can be recommended to the students of both departments. Letter from Professor John Gallinelli, Chairman of the Department of Technology, is attached.



GLASSBORO STATE COLLEGE

Department of Technology

Glassboro, New Jersey 08028

(609)863-6203

TO: Dr. William Enslin, Associate Professor, Management

FROM: John Gallinelli, Professor and Chairperson,
Department of Technology

DATE: February 8, 1990

RE: New Course Proposal, Principles of Training and Training Management

While there is considerable overlap in content between your Training and Management Development course and the Instructional Techniques course we offer, we believe that the business/management orientation of your new course will compliment the offerings in our Industrial Training specialization. We look forward to having your course available to our students as an elective. Our students will bring skill and knowledge in the areas of Right to Know, Occupational Safety, Introduction of New Technologies, Technology Management and the like. While we support your new course, we have some difficulty with the two course prerequisite of Human Resource Management and Organizational Behavior. We feel that the skills our majors would bring would allow them to get maximum benefit with only one of those required or permission of the instructor to waiver for students with certain backgrounds. We would therefore, like to support the inclusion of this course in Glassboro's offering with the reduced prerequisite making it more likely that our majors could enroll.

If you have further questions or concerns in this matter, please do not hesitate to call me.

JG/jh

cc: Linda Ross, Chair
Senate Curriculum Committee
DOT Faculty

CATALOGUE DESCRIPTION

Principles of Training and Training Management
(Prerequisite: 0506.302 Management of Human Resources)

3 CR.

This course will expose students to various theories and methodologies used to plan, design, conduct and evaluate training and management development programs in organizations. The learning experience within the course is designed to provide the student the knowledge, information, and skills required to develop and implement a training program. The course material offers a practical, "how to" approach to training and development, as well as managing the training function.