

# UNIVERSITY OF NORTH CAROLINA-GREENSBORO

## SYLLABUS - FALL 2008

COURSE: MBA 695 - Training & Development (1.5 credits)

FACULTY MEMBER: Dr. Michael A. Beitler (pronounced Bite-ler)

OFFICE: 372 Bryan Building

OFFICE HOURS: by appointment

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### REQUIRED MATERIALS

Beitler, Michael (2005). *Strategic Organizational Learning*.  
Practitioner Press International.

### COURSE OVERVIEW

MBA 695 is designed to provide students with an overview of the training and development. The course covers training needs assessment, training design, training methods, training delivery, and training evaluation. Best practices leading trainers will be discussed (and/or demonstrated).

The course will include not only lectures, but also group discussions, group demonstrations, experiential exercises, and demonstrations by professional trainers.

### PREREQUISITES

Minimum of Two Years Professional Work Experience (Resumes Required)

Inappropriate Behavior

No laptops, cell phones, or electronic devices are permitted in this class. No chatting will be permitted during class.

This is a course in a professional school. Professional behavior is expected.

A student will receive only one warning to stop any disruptive behavior. The student will be dropped from the course if disruptive behavior continues.

GRADING

|    |              |
|----|--------------|
| A  | 93-100       |
| A- | 90-92        |
| B+ | 88-89        |
| B  | 83-87        |
| C  | 75-82        |
| F  | less than 75 |

COMPONENTS OF FINAL GRADE

|  |             |
|--|-------------|
| 1. Group Training Demonstration              | 30%         |
| 2. Final Exam                                | 50%         |
| 3. Participation & Contribution to the Class | <u>20%</u>  |
|  | <u>100%</u> |

## 1. Group Training Demonstration (30%)

Student groups will function as trainers by describing a learning need and then demonstrating an appropriate training method to fulfill that need. The goal is to teach us something! And then tell us why the group used that particular training method.

Fellow students (non-group members) will serve as evaluators.

## 2. Final Exam (50%)

The final exam will be a cumulative short-answer exam.

## 3. Participation & Contribution to the Class (20%)

Each student in a professional degree program should be willing and able to contribute to the success (learning) of the class. I (the teacher) hope to learn from your knowledge and experience, as well as vice versa.

NOTE: When unable to attend a class, the student is responsible for getting handouts and notes from group members. More than one absence will reduce the overall grade for the course.

### **ACADEMIC INTEGRITY CODE & FACULTY/STUDENT GUIDELINES**

Students are expected to uphold and abide by the UNCG Academic Integrity Code in all matters pertaining to this course. Violations of the Code will be pursued in accordance with the code. All written work submitted should include the UNCG Code statement written out ("I have abided by the UNCG Academic Integrity Code in completing all aspects of this work.") followed by your signature, indicating that you have abided by the Academic Integrity Code. This pledge will also indicate that you have not used information, materials, or papers prepared by or given by any other individual. For detailed information concerning the academic integrity code, visit:

<http://academicintegrity.uncg.edu/complete/>

For information concerning the Bryan School Faculty - Student Guidelines, visit the following website:

[http://www.uncg.edu/bae/faculty\\_student\\_guidelines\\_sp07.pdf](http://www.uncg.edu/bae/faculty_student_guidelines_sp07.pdf)

**AGENDA**

Week 1

Ice Breaker & Course Overview  
Strategy, Organizational Learning, and Training  
Adult Learning Theory

Week 2

Assessing

Week 3

Designing

Week 4

Conducting

Week 5

Evaluating

Week 6

Management & Professional Development  
Expatriate Training

Week 7

Group Training Demonstrations  
Course Summary  
Final Exam