

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: HRES 7445

Course Title: HR Training and Development

Course Description: You will become familiar with various types of current training and development programs and receive tools and information that help identify the types of learners and methods to successfully address different learning styles. You will also receive information to help managers with effective coaching methods, employee empowerment and effective delegation, as well as ways for your company to help employees develop skills and knowledge on life issues and life-long learning.

Suggested Course Prerequisite(s): N/A

Course Resources: N/A

Student Learning Outcomes:

1. Understand what is involved in developing a training manual
2. Differentiate between coaching and counseling
3. Recognize what it takes to be a good coach
4. Understand the steps in creating a training session
5. Review their skills in delegating
6. Understand what to, when to and how to delegate effectively
7. Rehearse their coaching skills
8. Create a coaching/training session and evaluate their success

Certification Notes: This is certificate series.

Next course recommendation: Total Pay

Refund Policy: Please refer to www.collin.edu/ce/infoRegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Session 1: Introductions and syllabus. Student Data Forms.

Training manuals

Coaching vs. counseling

Session 2: Training sessions

Session 3: Delegation

Session 4: Practice training session

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.