



CONTINUING EDUCATION

Course Outline

Training and Development

Training and developing staff is an important function in the HR Generalist's role. In this course, you will identify how and why adults learn and discover tips for keeping employees engaged and interested in the learning process. Other topics include performing a needs assessment, selecting the appropriate intervention to meet the identified need and talent development strategies including succession planning.

Who Should Take This Course?

This course is designed for anyone who is designing and delivering training in the workplace.

Course Objectives

- Explain the HR Generalist's role in training and development
- Describe adult learning theory and its impact on training design
- Conduct a needs assessment and select the appropriate intervention to meet the identified need
- Discuss organizational development strategies and their importance to an organization
- Define at least 25 training and development-related terms and acronyms

Course Info

- Length: 3 hours
- Format: Classroom instruction, demonstration and exercises
- Prerequisite: None

Course Content

Explain the HR Generalist's role in training and development

- Definitions and acronyms
- Legal issues in training and development

Describe adult learning theory and its impact on training design

- Adult learning theory
- "Make" vs "buy" decisions
- Learning styles and methods of training
- Learning evaluation

Conduct a needs assessment and select the appropriate intervention to meet the identified need

- Methods of needs assessment
- ATD's Performance Consulting Approach

Discuss organizational development strategies and their importance to an organization

- Types of development activities
- Succession planning
- Career paths

Define at least 25 training and development-related terms and acronyms

- Most common training and development terms

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the HR Generalist Certificate, you must attend* 80 percent of the entire certificate program (calculated by total number of sessions). If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.