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.

Course Objectives:
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

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
  Student Evaluation of Instruction