Course Title: HR Training and Development

Course web page: http://www.collin.edu/ce/courses/hr_training_development.html

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

Materials Needed:

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

Certification Notes:

Next course recommendation:

Instructor Notes:

Textbook(s): N/A

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

Course Sessions: listed are a guideline 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.
**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of **each course** in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to **complete a certificate series within two years** from start date of the first course taken.

**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-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

[http://www.collin.edu/studentresources/personal/studenthandbook.aspx](http://www.collin.edu/studentresources/personal/studenthandbook.aspx)