Course Title: Selecting and Developing Organizational Talent

Instructor:

Course web page:

Course Description:
The core of this course will be on the staffing function of leadership in business. These skills include recruiting and selecting the most qualified candidate for each position, orienting the new hire, training on any job skill deficiencies, and developing the employee for future positions.

Suggested Course Prerequisite(s): None

Materials Needed:

Course Objectives:
By the end of this course participants will be able to develop a list of Critical Job Qualifications, hire people who have the necessary skills, knowledge, and desire to do the work, avoid lawsuits, orient new employees to the company, department, and job, train employees on critical job skills, diagnose development needs, plan, and implement actions to prepare employees for future jobs.

Certification Notes:

Next course recommendation:

Instructor Notes:

Textbook(s):
Achieving on Purpose: Your GUIDE to Managerial Success

Lesson Plan – by week or session
1. Selecting Talent
2. Competence Analysis & Criteria-Based Decision Making
3. Orienting the New Employee & Training on Job Skills
4. Developing Organizational Talent

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)