DESIGN A TRAINING PROGRAM

OSUN Connected Learning Contest Winner

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Course: Training and Development
(Human Resource Management)

Training and Development (MGT 423)

This course clarifies the role of training and development in Human Resource Management. This course provides students with an understanding of the skills required to assess employee training needs, design and administer employee training and development programs, and evaluate both the efficiency and effectiveness of such programs.

Before giving this assignment we discussed Gagne's "Nine Events of Instruction" in great detail. I then shared a [youtube video](#) on how a trainer has applied all of Gagne's steps in training. We discussed why it is necessary to use Gagne's 9 steps while designing a training program--what the benefits of the model are and how the model is useful in a training and development context. I gave this assignment right after we finished reviewing Gagne in addition to other theoretical models including: ADDIE, ERG theory, classical reinforcement, reasons of resistance to learning, and self efficacy theory. Since my whole course focuses on training, this assignment invited students to actually design an entire training program which can be implemented in real life. This assignment helped students develop their skill of designing a training to use in practical life.

Practical and pedagogical value

The activity was successful because students had the autonomy to design a complete training on their own. Also, since it was directly applicable to the workplace, this practicality made them more attentive towards this assignment. Students were also more comfortable with this assignment since all they needed was a laptop to use for writing. Any information needed was easily accessible through the internet. To complete this assignment they did not

need to depend on others or third parties. They could complete it at their own pace which made them interested in this assignment.

The assignment

<u>Report Format:</u>

1. Cover page (Include title, submitted by, submitted to, course name, section code etc whatever is appropriate)

2. Letter of Transmittal (Search internet and see)- 2nd page

3. Acknowledgment: (Acknowledge those people who have helped you to complete the term paper. – 3rd page

4. Executive Summary (An executive summary should summarize the key points of the term paper. It should restate the purpose of the term paper, highlight the major points of the term paper, and describe any results, conclusions, or recommendations from the term paper. It should include enough information so the reader can understand what is discussed in the full term paper, without having to read it)- 4th page. Should not exceed one page

5. Table of Contents – 5th page

6. Main body: Explain in detail:

   A) How is the whole training program designed based on Gagne's model

   B) What are the factors that can affect your training program and how can you overcome those problems? Think on your own. It can be outside of the syllabus. Search on the internet. Wording should be yours. Do not cut copy and paste

   C) What are the factors that can create resistance in terms of learning and what you are going to do to tackle those problems? Think on your own. It can be outside of the syllabus. Search on the internet.

   D) Incorporate any unique topic which I have not mentioned in this project. Think on your own. It can be outside of the syllabus. Search on the internet.

   Point B and C would be different

   For each of the points under the main body part, use the appropriate sub title.

7. References: (the internet sources you have used to write this term paper)- one page

Term paper Detail – MGT 423

As a trainer you are going to conduct a training. Apply Gagne's model and design the training program. The training must be a one-day training program.

1. First select a training program or select an issue for training. (Issues can be anything except leadership training) get the approval from me before you start working on designing the training topic.

2. Then develop the whole training program according to the 9 steps of Gagne's model.

3. You need to explain exactly what you are going to do in the training program. For example: gaining attention: you need to specify how you are going to grab the attention of trainees. You can't just say ice breaking session or will show them a funny video. You need to explain in detail about the process. Such as: I am going to show a funny video .... (Topic). I think if I show this particular issue as an introductory video trainee will be interested in the training. In a nutshell you need to justify your action or method by relating it with your chosen training.

4. You need to follow the above instruction for the rest of the steps. Such as exactly how you are going to give feedback. What would be the style of the feedback? Will it be a one to one session or group? How are you going to evaluate the trainees? What type of question will you include in the test? Give some demo or example of the question. Are they going to be short questions? MCQ? Role play? Case study etc. Justify

5. Be creative and let your imagination flow in a logical way! Main thing is: the training program needs to be elaborated as much as possible!