HRM 408(001) Employee Staffing and Training Spring 2018
Wednesday, 6-8:45 p.m.

Instructor:
Zach Townsend, SHRM-CP, PHR,
Dept. of Management
Phone: (208) 871-2528
e-mail: zacharytownsend@boisestate.edu
Course website: http://blackboard.boisestate.edu
Office hours: By appointment

Required Texts:

(1) Employee Staffing and Training, HRM408 , McGraw-Hill/Irwin Create Custom Book: Selected chapters from:
Online support and practice quizzes available on Blackboard.

NOTE- Student must make sure a new Access Code is included in the book to take the assessment.

Additional Texts:

(3) COBE Writing Styles Guide: Unless told otherwise, follow the COBE/APA style found in the Writing Styles Guide found at: http://cobe.boisestate.edu/students/cobe-writing-styles-guide/.

(4) Other readings as assigned in class or posted in Blackboard.

Course Description:

Students will explore theories and “best practices” of staffing and training processes. Topics covered include current trends in selection and training, measurement of individual differences for decision making in hiring, promoting, training, and dismissal; evaluation of HRM processes and systems; formal and informal training program design; and evaluation of training effectiveness.

Students in this class will learn or practice the following COBE Core Curriculum concepts, methods, and skills:

1. Understand and apply analytical and disciplinary concepts and methods related to business and economics.
   a. Business and Policy Strategy (1.2);
   b. Legal Environment of Business (1.7);
   c. Management (1.8).
2. General Management Knowledge & Ability
   a. Communicate effectively: Write messages and documents that are clear, concise, and compelling (2.1);
   b. Communicate effectively: give oral presentations that use effective content, organization, and delivery (2.2);
3. Solve problems, including unstructured problems, related to business and economics;  
4. Use effective teamwork and collaboration skills.

Course Learning Objectives:

Students successfully completing the course will be able to:
· Identify and define key terms and concepts related to selection and training;  
· Describe how training needs are identified;  
· Design, deliver, and analyze a training needs survey,  
· Compare and contrast learning theories, and explain their impact on training design;  
· Describe and discuss how different organizational strategies and situations influence the design of selection and training systems;  
· Compare and contrast training methods and delivery media;  
· Design and deliver an effective training session and interact professionally with an audience.  
· Outline the employee selection process;  
· Compare and contrast employee selection tools and methods;  
· Describe and practice best practices for interviewing applicants, and making informed hiring decisions based on relevant data.  

Course Outcomes Measures:

Student performance will be measured by:  
· Class participation, questions, and comments  
· Subject matter knowledge on two exams  
· Class assignments, quizzes, exercises  
· Presentation of a training session to the class  
· Writing and assembling training session support materials

Course Grade Determination:

Exam 1 – Employee Training  
Exam 2 – Employee Staffing  
Weekly Quizzes, Assignments, Participation  
Training Project & Presentations

TOTAL: 100%

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<th>Grade Range</th>
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<tr>
<td>97-100</td>
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<td>94-96.9</td>
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Failure to take Exam 1, Exam 2, and/or actively participate in the group training will result in failing the course. You gotta do the work to get the grade!

PLEASE CONTACT THE INSTRUCTOR EARLY IN THE SEMESTER IF ALTERNATE TEST FORMATS, OR OTHER ACCOMMODATIONS ARE NEEDED FOR STUDENTS WITH
DISABILITIES. The BSU Disability Resource Center is in Admin114, 208-426-1583, and can offer further assistance.

Participation:

Active participation (not merely attendance) is part of your grade determination. We all benefit when those learning around us are engaged and motivated. Your enrollment indicates a commitment to the class, so attendance is required. You are allowed two excused absences (discussed with instructor in advance) during the semester, after which your grade may be affected. Please talk to me about problems that emerge so we can work out mutually agreeable solutions for your successful completion of the course. Also, please be on time for class as disrupting class by arriving late is discourteous to your classmates and the instructor.

Electronic devices:

Please turn off cell phones, and handheld electronic devices during class. Texting and answering calls are disruptive to the instructor and other students. If you are expecting an important call, please let me know before class, and go out in the hall to take the call when it comes through. The only exception will be when devices are necessary and formally approved for accommodation of students with disabilities.

Use of notebook computers is allowed, PROVIDED they are used for notes and course work for HRM408. Students found to be using them for email, internet surfing or doing work for other classes will lose the privilege for the rest of the semester.

Assignments:

Assignments are due at the beginning of the class period for which they are listed. Please follow directions given for formatting Assignments.

Unless otherwise stated, assignments must be typed, with multiple pages stapled in the upper left corner, hand-written Assignments will not be accepted. Be sure your Name, Class Number, and due date on a cover page, or at the top of the first page.

Late Assignments will not be accepted after the Assignments has been discussed in class, unless the situation has been discussed with the instructor and permission granted.

Proper grammar, spelling, and punctuation are expected in written Assignments and will be considered in grading.

Quizzes:

Graded Weekly Quizzes with 10-15 questions cover the assigned chapters and readings for that week. Graded quizzes are on-line, timed, and may be taken from home or other computer access. Quiz links are found in the Weekly folders in “Course Materials” in Blackboard. Quiz links can be opened ONLY ONCE, expire at 5 PM on the due date, and will not be made available after that.

The purpose of these quizzes is to encourage students to keep current on assigned readings, and to allow follow-up discussions in class on the material that students found difficult.

Exams:

There will be two exams: an exam in Week 6 covering Training, and an exam in Week 13 covering Staffing. Exams are to be taken when scheduled. Alternate arrangements may be considered in emergency situations on a case-by-case basis.
**Group Training Project:**

The class will be divided into groups of 3-5 students. Each group will be responsible for designing an original training program, describing that program in a comprehensive report, and conducting a one-hour training module of the proposed training. The members of the class will serve as the trainees.

Complete Training Project Instructions are found in Blackboard by clicking on the “Training Project” navigation button.

**Code of Conduct:**

Please note, I take this section very seriously, and hope you will also! Per your BSU Student Handbook, "Cheating or plagiarism in any form is unacceptable." Please do individual work where indicated - write your own papers, take your exams using your knowledge – and participate fully in designated group activities. As adults aspiring to earn a college degree, and future managerial positions of trust and responsibility, I expect and will hold you to the highest standards of personal integrity. Go to Student Code of Conduct for the complete code of conduct.

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### HRM 408 – Spring 2018
Course Schedule Wednesday 6:00 – 8:45 p.m.

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<thead>
<tr>
<th>DATE</th>
<th>TOPICS &amp; ASSIGNMENTS SUMMARY</th>
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<td>(subject to addition &amp; change; see the Announcements &amp; Weekly folders in Course Documents on Blackboard for changes &amp; additional information)</td>
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**Week 01 1/10**

- **Part I: TRAINING**
  - Course overview; Intro to Training; Ice Breakers and Training Project.
  - **Read:** Textbook: “Needs Assessment” (Noe, Chp.3)
  - **On Bb:** (in Wk1 folder) Anderson (2016) "Managing Yourself: Learning to Learn."
  - **No quiz this week.**
  - Form groups for training project, begin thinking about a training topic.

**Week 02 1/17**

- **LEARNING & TRANSFER OF TRAINING**
  - **Read:** Textbook: “Learning & Transfer of Training,” (Noe, Ch. 4);
  - Supplemental readings optional but helpful for the Training Project.
  - **Due:** Week 2 Quiz due by 5 PM today.
  - **Guest Speaker:** Karey Neal, VP of HR & Operations, Consultant
  - Training Project topic and presentation date sign-up.

**Week 03 1/24**

- **PROGRAM DESIGN**
  - **Read:** Textbook: “Program Design” (Noe, Ch. 5).
  - **Due:** Week 3 Quiz due by 5 PM today.
  - **Guest Speaker:** Jerri Mizrahi, Learning & Development Guru
| Week 04 1/31 | PROGRAM EVALUATION  
Read: Textbook: “Training Evaluation” (Noe, Chp.6).  
Due: Bring printed copy of first draft of TNA surveys to class; Week 4 Quiz due by 5 PM. |
| Week 05 2/07 | TRADITIONAL TRAINING METHODS & TECHNOLOGY’S IMPACT ON TRAINING  
Read: Textbook: “Traditional Training Methods” (Noe, Chp. 7); Technology-Based Training Methods” (Noe, Chp.8).  
Due: Week 5 Quiz due by 5 PM, today. Revised TNA survey due, bring printed copy to class. Review for Exam 1.  
Guest Speaker: Robert Hirai, Training Consultant |
| Week 06 2/14 | Exam 1 - Employee Training (first hour of class)  
Due: TNA surveys of class members must be completed by tonight.  
Discovering Your Strengths during 2nd part of class. |
| Week 07 2/21 | Part II: STAFFING  
JOB ANALYSIS  
Read: Textbook: “Analyzing Work & Designing Jobs” (Noe, Chp. 4 in Staffing )  
Due: Week 7 Quiz due by 5 PM. |
| Week 08 2/28 | WORK DESIGN  
Read: Textbook: “Planning for and Recruiting Human Resources” (Noe, Chp.5 in Staffing).  
Due: Week 8 Quiz due by 5 PM.  
Guest Speaker: Stephanie Parker, Recruiting Consultant |
| Week 09 3/07 | ASSESSING CANDIDATES & PRE-EMPLOYMENT TESTING  
Read: Textbook: “Selecting Employees and Placing Them In Jobs” (Noe, Chp.6 in Staffing, up to “Interviews” section).  
Due: Week 9 Quiz due today by 5pm.  
-Summary of TNA survey results: 2-4 page data analysis summary (30 pts.) Include cover page with group members’ names, survey instrument as appendix, appropriate summary information – may include frequency tables, other descriptive statistics, narrative summary of findings and implications for your training. The point: “Here is what the surveys told us, therefore, this is the kind of training we need provide, etc.” |
| Week 10 3/14 | INTERVIEWING & HIRING EMPLOYEES  
Read: Textbook: continue with Chp.6 “Selecting Employees…” Pick up where you left off last week.  
Due: Week 10 Quiz due today by 5 PM.  
- Outline of training project (Detailed Lesson Plan) (30 pts.). See the Lesson Plan template on Bb in the “Training Project” area. Must include: Training goals, target audience, learning objectives, major topic sections you will be presenting and time estimates, evaluation of learning/training. Each topic section should have some sub-points giving an overview of the content to be covered.  
Guest Speaker: Pam Howland, Attorney |
| Week 11 3/21 | PERFORMANCE MANAGEMENT  
Read: Textbook: “Separating and Retaining Employees” (Fundamentals Chp.10).  
Due: Week 11 Quiz due today by 5 PM.  
- Termination Role Play in class.  
*Personality Test Assignment Due:* See the announcement regarding the assignment on personality assessments. Due Sun. 3/24. (20 pts.)  
TURNOVER & EMPLOYEE SEPARATION  
Review for Exam 2.  
Guest Speaker: Jim Miles, VP of Finance |
| Week 12 3/28 | SPRING BREAK |
| Week 13 4/04 | Exam 2: Employee Staffing (first hour)  
Remainder of class time dedicated to polishing presentations and project papers |
| Week 14 4/11 | Presentation #1  
Presentation #2 |
| Week 15 4/18 | Presentation #3  
Presentation #4 |
| Week 16 4/25 | Presentation #5  
Presentation #6  
Best of Luck! |
Training Project Overview Timeline:

(See “Group Training Project Instructions” for details.)

**Week 1** Form Groups

**Week 2** Training session Topic (roughly defined); Select presentation date

**Week 3** Begin working on Training Needs Assessment survey questions

**Week 4** First draft of TNA survey due, bring printed copy to class

**Week 5** Revised TNA survey due, bring printed copy to class

**Week 6** All surveys must be completed by class time of this week

**Week 7** Evaluate results of TNA, begin writing draft report of results, work on training design/content

**Week 8** Written summary of TNA results due – this is most of parts I & II of the Training Project Report

**Week 9** Detailed Lesson Plan outline of training session due

**Week of your presentation**

Part I of Training Project Report due before you present your training

**One week after your presentation**

Part II – written Post-Training Analysis due