

# 國立中正大學課程大綱

## National Chung Cheng University Syllabus

課號 course code	3403044	全英文授課 EMI	<input checked="" type="checkbox"/> 是 <input type="checkbox"/> 否
課程名稱 (中文) course name (Chinese)	教育訓練與人才發展		
課程名稱 (英文) course name (English)	Corporate Training and Talent Development		
學年 academic Year /semester	114	上課地點 classroom	206
學系 (所) department	Adult & Continuing Education	必選修 required/selected	<input checked="" type="checkbox"/> 必修 <input type="checkbox"/> 選修
教師 instructor	Ai-Tzu Li (李藹慈)	學分 credit	大三必 3 學分
助教 teaching assistant	Hsiu-Tzu Tseng	助教 email TA email	showyzizi@gmail.com
先修科目或 先備能力 prerequisites	Introduction of Adult Education, Adult Development and Learning, Adult Teaching		
課程概述 course descriptions	<p>Rapid changes in technology and job design, along with the increasing importance of learning- and knowledge-based organizations, make training and development an increasingly important topic in human resources development. The course mainly focuses on corporate setting. In this course, the topics include strategic training, training models, learning theory, methods of assessing training needs, design of effective training, delivery of training methods, transfer of learning, and evaluation methods.</p>		
學習目標 learning objectives	<p>After completing the course, the student should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify and define the major learning theories and processes for professional training and development.</li> <li>2. Explain and demonstrate how to design a training program, including assessment design documents, development, implementation and evaluation.</li> <li>3. Apply methods and processes to manage the training and development function.</li> <li>4. Assess, design, develop, implement, and evaluate a training program.</li> </ol>		

<b>教科書及參考書</b> textbooks and reference	Noe, R. A. (2023). <i>Employee training and development</i> (9 <sup>th</sup> ed.). Boston: McGraw-Hill. ( 請尊重智慧財產權，不得非法影印教師指定之教科書籍 )
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教學要點概述	
<b>教材編選</b> teaching materials	<input type="checkbox"/> Self-made teaching material <input checked="" type="checkbox"/> Publishing house <input type="checkbox"/> Others
<b>教學方法</b> teaching method	<input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Group discussion <input type="checkbox"/> Demonstration method <input checked="" type="checkbox"/> Problem-based learning <input type="checkbox"/> Case study research <input type="checkbox"/> Online teaching <input type="checkbox"/> Experimentation Method <input type="checkbox"/> Others
<b>評量方法</b> evaluation	<input type="checkbox"/> Attendance and participation 15% <input type="checkbox"/> Quiz 0% <input type="checkbox"/> Assignment 15% <input type="checkbox"/> Program implementation 0% <input type="checkbox"/> Internship report 0% <input type="checkbox"/> Project 0% <input type="checkbox"/> Midterm exam 15% <input type="checkbox"/> Midterm project 0% <input type="checkbox"/> Final exam 15% <input type="checkbox"/> Final project 25% <input type="checkbox"/> Oral presentation 15%  ➤ Attendance and Participation 15% In addition to attendance, each student has to get prepared before class, including finishing reading material and questions before class. Each group will be assigned a question and has to lead the discussion the next class. ➤ Assignment 15% Homework includes Guest Speakers' speech or after class if necessary. ➤ Midterm and Final exam 15% 15% Multiple choice or True/False tests will be given in midterm and final exam. ➤ Adult Education Institution Operation and Talent Development Plan Final project: 40% This assignment will be completed in conjunction with "Organizational Management in Adult Education". Using "Lyceum Academy" (來勝學苑) as the context, design a training institution operation mode that mainly delivers adult or senior learning programs. The assignment is carried out in groups (groups of 4-5 people), and is divided into two parts: oral (in English, 15%) and written (in Mandarin, 25%). In addition to the common content of the two courses, the written report must include a description of the organization's operating values and theoretical foundations. Details will be announced and explained in class.
<b>教學資源</b> teaching resources	<input checked="" type="checkbox"/> Online teaching platform <input type="checkbox"/> Soft copy for download <input type="checkbox"/> Website for Internship
<b>與 SDGs 目標的 關聯</b> related to objectives of SDGs	<input checked="" type="checkbox"/> SDG 4 Quality education <input checked="" type="checkbox"/> SDG 8 Decent work and economic growth <input checked="" type="checkbox"/> SDG 9 Industry, innovation and infrastructure <input checked="" type="checkbox"/> SDG 17 Partnership for the goals
<b>相關提醒</b> Course reminder	<b>Course Format</b>  Course methodology will focus on lecture, student-led discussions and presentations,

group work, and self-assessments.

### **Attendance and Active Participation**

1) Students are expected to attend all classes, participate collaboratively and constructively in all class activities, and contribute wisdom from their practical experience to the learning environment. If a student must miss a class, he or she should notify the instructor in advance, then check with fellow class members or the instructor to find out what happened during the missed class session. Participation in class discussions and exercises is essential to the course learning experience. Students are expected to complete all readings and research, be prepared to discuss and volunteer information about course topics, provide constructive feedback to peer presenters, and maintain and facilitate an atmosphere of trust and camaraderie. If a student knows in advance that he or she will have to miss a class, the student should let the instructor know so she can plan accordingly.

2) To have a good learning effectiveness, students should take an active learning attitude. Therefore, please read the designated textbooks before class, and bring textbooks and related materials to class.

3) Do not chat, eat, and use smart phones or computers for activities that are not related to the course.

4) All assignments must be handed in on time. Please confirm the quality before handing in the homework. **All assignments will receive a deduction of 20% for late submission.**

5) Learning is a process created by teachers and students mutually. If the teacher's requirements are unreasonable or students have difficulties, students should take the initiative to let the teacher know in advance and discuss an alternative plan together. Complaining in your heart or to other classmates not only fails to solve the problem and affects your own learning, but also makes the teacher lose the opportunity to improve and learn. It is a lose-lose situation. Therefore, students can reflect on these issues during the course.

6) Pay attention to the announcement of courses on eCourse2 at any time.

週次		主題	閱讀與備註
1	2/25	Introduction/Employee training and development	Noe, Ch1
2	3/04	Employee training and development	Noe, Ch1
3	3/11	Strategic Training	Noe, Ch2
4	3/18	TTQS introduction	Guest Speaker
5	3/25	Needs Assessment/Competency analysis	Noe, Ch3, 1 <sup>st</sup> Homework Due
6	4/01	Learning Theory	Noe, Ch4
7	4/08	Spring Break	
8	4/15	Open book exam	
9	4/22	Attend a lecture	
10	4/29	Transfer of Training	Noe, Ch4, 2 <sup>nd</sup> Homework Due
11	5/06	Project Adventure (experiential learning)	Guest Speaker
12	5/13	Program Design	Noe, Ch5, 3 <sup>rd</sup> Homework Due
13	5/20	Training Evaluation	Noe, Ch6
14	5/27	Training Method I	Noe, Ch7
15	6/03	Final Exam	
16	6/10	Final Project Presentation	
17	6/17	Revising Final Project	
18	6/24	Revising Final Project	

**核心能力**  
**core competencies**

The degree of relevance between the objectives of this course and the core competence indicators of the department is as follows:

core competencies		Degree of relevance				
		1	2	3	4	5
Professional core competencies	Project planning					V
	Instructional development					V
	Talent development					V
	Organizational management					V
Common core Competencies	Communication					V
	Problem solving					V
	Interdisciplinary collaboration				V	
	Creative thinking				V	
	Critical thinking					V
	International perspective				V	
	Information technology				V	