



UNIVERSITI TEKNOLOGI MARA

CIT601: INSTRUCTIONAL HUMAN TRAINING AND MANAGEMENT

Course Name (English)	INSTRUCTIONAL HUMAN TRAINING AND MANAGEMENT APPROVED
Course Code	CIT601
MQF Credit	4
Course Description	This course is designed to expose and equip students with communication training and development theory, process and skills to human performance improvement in organizational context. Understanding and appreciation of training materials will enhance the ability to make practical application, treatment of the nature of training and development in an organization and improved communication competency to meet the organizational needs. Students will also be exposed to the technique and skills in training programs evaluation and learn how to identify and appropriate assessment and design to meet the organization needs of instructional systems development.
Transferable Skills	Motivation/Initiative Teamwork skills Leadership skills Honesty/Integrity Problem solving skills
Teaching Methodologies	Lectures, Project-based Learning
CLO	CLO1 Explain the principles and scope of instructional human and training management for human skills development CLO2 Integrate different training and management skills in planning a training program for selected target audiences CLO3 Measure the instructional training and management skill for human development in fostering a good relationship between team members by respecting and accepting team member's opinion
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction to Instructional and training management 1.1) 1.1 Definition of management and organization 1.2) 1.2 Managerial process or functions and their activities 1.3) 1.3 The training and learning context 1.4) 1.4 Organizational need for training and development (T &D) 1.5) 1.5 Training objectives in organizational context 1.6) 1.6 Defining instructional goals and outcomes in training management	
2. Systematic approach to training 2.1) 2.1 Nature and functions of training 2.2) 2.2 Theoretical perspectives in training 2.3) 2.3 The organizing process 2.4) 2.4 Types of organizational structure 2.5) 2.5 Understanding organizational culture 2.6) 2.6 Systems theory and culture	
3. Training program feasibility and planning 3.1) 3.1 The importance of planning and goals 3.2) 3.2 The importance of evaluating training 3.3) 3.3 Preliminary analysis on training rationale in organization 3.4) 3.4 Human Resource Planning 3.5) 3.5 Assessment of training outcomes 3.6) 3.6 Barriers to effective planning 3.7) 3.7 Different approaches to motivation	

4. Instructional strategies and methods 4.1) 4.1 Instructional strategies for training purposes 4.2) 4.2 Best practices in training delivery 4.3) 4.3 Effective instructional delivery methods and standards 4.4) 4.4 Decision making process 4.5) 4.5 Group decision making 4.6) 4.6 Job analysis
5. Training objectives and designing 5.1) 5.1 Identifying training needs 5.2) 5.2 Leadership theories and approaches 5.3) 5.3 Power and sources of power 5.4) 5.4 Training objectives for development 5.5) 5.5 Training design and implementation
6. Designing the instruction 6.1) 6.1 Formal communication 6.2) 6.2 Informal communication 6.3) 6.3 Understanding the designing of instructions for training 6.4) 6.4 Developing training content 6.5) 6.5 Designing training Module 6.6) 6.6 Methods in developing training products and programs
7. Instructional System Design 7.1) 7.1 The phases of design 7.2) 7.2 Analyzing the instructional analysis and training program 7.3) 7.3 Identifying strategies for training
8. Training Implementation and training management 8.1) Training Implementation and training management 8.2) 8.1 Training administration requirement 8.3) 8.2 Determining program structure 8.4) 8.3 Health and safety 8.5) 8.4 Security concerns
9. Instructional delivery methods 9.1) 9.1 Identifying instructional delivery methods for training materials 9.2) 9.2 Planning the training delivery 9.3) 9.3 Planning for instructional message and delivery
10. Technology and training management 10.1) 10.1 Technology and facilities in training 10.2) 10.2 Technology applications in instructional design 10.3) 10.3 Rational choices of technology application and delivery
11. Pilot program and testing program needs 11.1) 11.1 Planning sessions and training guides 11.2) 11.2 Review implementation 11.3) 11.3 Definition of quality and its importance
12. Program implementation 12.1) 12.1 Preparation of program materials (resources) and aids 12.2) 12.2 Program Administrative 12.3) 12.3 Training transfer strategies and Implementation
13. Estimating the impact of training program 13.1) 13.1 Training Costs and benefits 13.2) 13.2 Measuring intangible factors in training 13.3) 13.3 Benchmarking training
14. Lessons learned in training program development 14.1) 14.1 Critical aspects in training management 14.2) 14.2 Program review 14.3) 14.3 Knowledge sharing

Assessment Breakdown		%	
Continuous Assessment		100.00%	

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Practical test related to the concept of human training and management which require student to construct instructional design	30%	CLO2
	Final Project	Develop a training event to measure all the theories and principles of human training management	55%	CLO3
	Quiz	Written test related to the concept of human training and management which require student to gain knowledge	15%	CLO1

Reading List	Recommended Text	Reference Book Resources
	<ul style="list-style-type: none"> • Elaine Biech 2014, <i>ASTD Handbook, 2nd Edition: The Definitive Reference for Training & Development</i>, 2 Ed. • Rebecca Page-Tickell 2014, <i>Learning and Development</i> • Kurt Kraiger, Jonathan Passmore, Nuno Rebelo dos Santos, Sigmar Malvezzi 2014, <i>the Wiley Blackwell Handbook of the Psychology of Training, Development, and Performance Improvement</i> • Philip Hallinger, ?Wen-Chung Wang 2015, <i>Assessing Instructional Leadership with the Principal Instructional</i> • Richard D. Sorenson, ?Lloyd M. Goldsmith, ?David E. DeMatthews 2016, <i>The Principal's Guide to Time Management: Instructional Leadership in the Digital Age</i> 	<ul style="list-style-type: none"> • Carolyn Chapman, ?Rita King 2016, <i>Differentiated Instructional Management: Work Smarter, Not Harder</i>

Article/Paper List	This Course does not have any article/paper resources
Other References	This Course does not have any other resources