UNIVERSITI TEKNOLOGI MARA
CIT551: INSTRUCTIONAL AND TRAINING MANAGEMENT

Course Name (English)	INSTRUCTIONAL AND TRAINING MANAGEMENT `APPROVED`
Course Code	CIT551

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	management skills, training skills, communication skills

Teaching Methodologies	Lectures, Case Study, Discussion, Debates, Supervision

CLO	CLO1 demonstrate understanding of the principles and scope of training and development
	CLO2 to construct the ability to plan and design training programs materials (content) via technology
	CLO3 to apply instructional strategies and methods in design and execution of communication for training programs
	CLO4 to analyze the application of instructional design process in managing organizational outcomes

Pre-Requisite Courses	No course recommendations

Topics
1. Introduction to Instructional and training management 1.1) 1.1 The training and learning context 1.2) 1.2 Organizational need for training and development (T &D) 1.3) 1.3 Training objectives in organizational context 1.4) 1.4 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 Understanding organizational culture 2.4) 2.4 Systems theory and culture
3. Training program feasibility and planning 3.1) 3.1 The importance of evaluating training 3.2) 3.2 Preliminary analysis on training rationale in organization 3.3) 3.3 Evaluation procedures and methods 3.4) 3.4 Assessment of training outcomes
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
5. Training objectives and designing 5.1) 5.1 Identifying training needs 5.2) 5.2 Training objectives for development 5.3) 5.3 Training design and implementation

6. Designing the instruction
6.1) 6.1 Understanding the designing of instructions for training
6.2) 6.2 Developing training content
6.3) 6.3 Designing training Module
6.4) 6.4 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) 8.1 Training administration requirement
8.2) 8.2 Determining program structure

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

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

Assessment Breakdown	%
Continuous Assessment	70.00%
Final Assessment	30.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	individual assignment	15%	CLO1 , CLO3 , CLO4
	Group Project	group project proposal	10%	CLO1 , CLO2 , CLO3 , CLO4
	Group Project	final group project	35%	CLO3 , CLO4
	Test	mid term test	10%	CLO1 , CLO2

Reading List	Recommended Text	• **Allen, L 2008,** *Training Evaluation Toolkit.Victoria : Business Performance* • **Kirkpatrick, D. L. 1998,** *Another Look at Evaluating Training Programs*
	Reference Book Resources	• **Holton, E.F., Laird, D and Naquin. 2003,** *Approaches to Training and development.(3rd eds.)*
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	