

Advanced Industrial Psychology Industrial Training

Introduction



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What We Will Cover in This Section

- Course overview.
- What training is.
- What trainers do.
- Changing work environment.
- Ethics.
- Training Model.



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Administrative Things

- Contacting me.
 - Phone.
 - E-mail.
 - WEB site.
- Attendance.
- Office hours.
- Text.
- Class project.
 - Groups.
 - Activities.
- Honesty.
- Grade scale.
- Special needs.
- Extra credit.

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Course Web Site

- Syllabus.
- How to contact me.
- PowerPoint slides.
- Interesting sites.
- Pictures of me.



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Quizzes

- Quiz after each section.
 - Each quiz worth about 15-25 points.
 - Drop lowest quiz in computing grade.
 - Drop the first missed quiz as the lowest quiz.
 - Make up subsequent quizzes with excuse.
 - Lose a point a day for late quizzes.
 - Must make up work the week you return to class.

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Portfolio

1. Locate and read one printed article on ten training-related topics.
2. Briefly summarize the article on one page.
 - What was the article about?
 - What is your reaction/evaluation?
3. File your summary in a binder.
4. I will announce review times in class.

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Class Project

- What is it?
 - Develop, design, implement, and evaluate a training course.
- What do we have to do?
 - Needs analysis.
 - Literature review.
 - Design the workshop.
 - Deliver the workshop.
 - Evaluate the workshop.

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Training Program

- Based on the information gathered in the class project, design a training program including the following.
 - Learner's guide.
 - Visual aids.
 - Instructor's guide.
- See your syllabus for due date.

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Be Advised!



I get to answer
all cell phones
that ring during
class.

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Reality Check

- Who are you?
 - Why are you here?
 - What do you expect?
- Who am I?
- My approach to the course.



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What Is *TRAINING*?

The **PLANNED** activities on the part of an organization to increase **JOB RELATED KNOWLEDGE** and **SKILLS** or to modify the **ATTITUDES** and **BEHAVIOR** of its members in a way that is consistent with the **GOALS** of the **ORGANIZATION** and the individual **JOB**.

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What Do We Train for?

- Knowledge
- Skills
- Attitude
- Recognition/Rite of Passage
- Socialization

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What Do Trainers Do?

- Group Training
 - Diagnosis & Needs Analysis
 - Develop training approach
 - Program Design
 - Materials Development
 - Conduct training
 - Evaluate training



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What Do Trainers Do? Cont.



- Individual training
 - Performance coaching
 - On-the-job training
 - Career counseling

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What Do Trainers Do? (cont.)

- Organizational Development
 - Team Building
 - Intergroup meetings
 - Brain storming



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What Do Trainers Do? (cont.)



- Management and administration.
 - Identify, develop, and manage trainers.
 - Identify external resources.
 - Keep records.
 - Manage training function.
 - Research.
 - Personal development.

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Ethics of Training

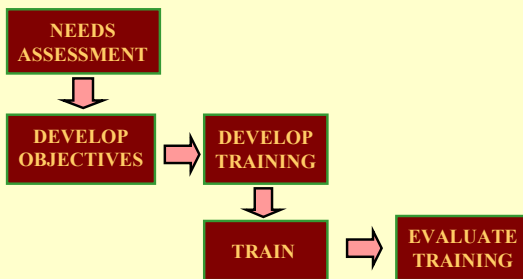
- Do no harm
 - Individual
 - Organization
- Discrimination
- Voluntary participation
- Confidentiality
- Competence
- Utility/validity

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Training Model



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