Advanced Industrial Psychology
Industrial Training

Introduction

What We Will Cover in This Section
• Course overview.
• What training is.
• What trainers do.
• Changing work environment.
• Ethics.
• Training Model.

Administrative Things
• Contacting me.
  – Phone.
  – E-mail.
  – WEB site.
• Attendance.
• Office hours.
• Text.
• Class project.
  – Groups.
  – Activities.
• Honesty.
• Grade scale.
• Special needs.
• Extra credit.
Course Web Site

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

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.

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.
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.

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.

Be Advised!

I get to answer all cell phones that ring during class.
**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
What Do Trainers Do?

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

What Do Trainers Do? Cont.

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

What Do Trainers Do? (cont.)

- Organizational Development
  - Team Building
  - Intergroup meetings
  - Brainstorming
What Do Trainers Do? (cont.)

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

Ethics of Training

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

Training Model