The University of Southern Queensland

Course Specification

Description: Management Issues in Training

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<td>FET</td>
<td>4501</td>
<td>10813</td>
<td>1, 2002</td>
<td>EXT</td>
<td>1.00</td>
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Academic Group: FOEDU
Academic Org: FOE003
HECS Band: 1
ASCED Code: 070109

STAFFING

Examiner: Emory McLendon
Moderator: Peter Cronk

RATIONALE

Effective and efficient workplace relations demand knowledge of management and leadership theory. The application of theory to practice requires this knowledge with both technical skills and people skills and applies to every workplace transaction.

SYNOPSIS

This course introduces the theory and practice of management and communication, examining the impact these theories and practices have on the learner's work environment. Professional issues including staff development, staff appraisal, quality assurance, costing strategies for training and future trends in training will be examined. The learner will evaluate his/her personnel management and communication style, determining how it influences their ability to operate as a professional trainer and/or manager.

OBJECTIVES

On successful completion of this course learners will be able to:

- Analyse their particular management and communication style;
- Evaluate staff development and appraisal practices in their organisation;
- Discuss costing strategies for training programs;
- Discuss quality assurance principles and
- Discuss future trends in their training environment.
TOPICS

Description Weighting (%)  
1. Leadership: Management Style and Communication 30.00  
2. Staff: Development and Appraisal 30.00  
3. Program: Costing and Evaluation 20.00  
4. Quality: A Journey 20.00  
5. Change: Future Directions 0.00

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY HOURS  
Assessment 55  
Directed Study 100

ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tr>
<td>JOURNAL REVIEWS</td>
<td>999.00</td>
<td>20.00</td>
<td>Y</td>
<td>04 Mar 2002</td>
<td>(see note 1)</td>
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<td>PROFILE REPORT(2500 WDS)</td>
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<td>POSITION REPORT(2500 WDS)</td>
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NOTES:
1. Further details about the due dates are detailed in the assessment section of the Course Specifications.
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OTHER REQUIREMENTS
1. To receive a passing grade for this course, students must demonstrate satisfactory mastery of all learning objectives for the course. Normally this would require students to pass all items of assessment.
2. All pieces of graded summative assessment in this course will be graded using one of the following letter grades: HD, A, B, C, F. Plus and minus may be used with each of these letter grades.
3. Any pieces of ungraded summative assessment will be assessed using only Pass/Fail categories.
Final grades for this course will be calculated by aggregating the weighted grade for each graded summative assessment item. Any non-graded assessment requirements will have to be satisfactorily met for students to pass the course.

Assignment Extensions: The Department of Further Education and Training has an extension policy which enables you to submit within two weeks of the due date for assignments before you need to contact your course examiner. If you are more than two weeks late with your work you will need to contact the course examiner.