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>
</tr>
</thead>
<tbody>
<tr>
<td>FET</td>
<td>4501</td>
<td>38148</td>
<td>3, 2004</td>
<td>EXT</td>
<td>1.00</td>
<td>TWMBE</td>
</tr>
</tbody>
</table>

Academic group: FOEDU
Academic org: FOE003
Student contribution band: 1
ASCED code: 070109

STAFFING
Examiner: Emory McLendon
Moderator: Peter Cronk

RATIONALE
Productive workplace processes and relations demand of facilitators a sound practical knowledge of management and leadership theory. The effective and efficient application of theory to workplace practice requires that a melding of this knowledge with both technical and people skills be applied to every workplace transaction.

SYNOPSIS
This course introduces the theory and examines the practice of workplace management and communication, examining the impact these theories and practices have on nominated work environments. Issues such as staff development, staff appraisal, quality assurance, costing strategies for training, and current and emerging trends in training will be examined. The learner will evaluate his/her personnel management and communication style, determining how it influences his/her ability to operate as a professional trainer and/or manager of a learning environment.

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

1. analyse their particular management and communication style;
2. evaluate staff development and appraisal practices in their organisation;
3. analyse costing and evaluation strategies for training programs;
4. analyse quality assurance principles and the application in their organisation;
5. analyse emerging trends in the management of training and the implications for their environment.
TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership: Management Style and Communication</td>
<td>30.00</td>
</tr>
<tr>
<td>Staff: Development and Appraisal</td>
<td>30.00</td>
</tr>
<tr>
<td>Programs: Costing and Evaluation</td>
<td>20.00</td>
</tr>
<tr>
<td>Quality: A Journey</td>
<td>10.00</td>
</tr>
<tr>
<td>Change: Future Directions and Implications</td>
<td>10.00</td>
</tr>
</tbody>
</table>

TEXT and MATERIALS required to be PURCHASED or ACCESSED:

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).

There are no prescribed texts in this course.

REFERENCE MATERIALS:

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Any recommended reference materials are referred to in the Introductory Book.

STUDENT WORKLOAD REQUIREMENTS:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>55.00</td>
</tr>
<tr>
<td>Directed Study</td>
<td>100.00</td>
</tr>
</tbody>
</table>

ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOURNAL REVIEWS</td>
<td>999.00</td>
<td>20.00</td>
<td>10 Dec 2004</td>
</tr>
<tr>
<td>PROFILE REPORT(2500 WDS)</td>
<td>999.00</td>
<td>40.00</td>
<td>14 Jan 2005</td>
</tr>
<tr>
<td>POSITION REPORT(2500 WDS)</td>
<td>999.00</td>
<td>40.00</td>
<td>11 Feb 2005</td>
</tr>
</tbody>
</table>

IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
There are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
   To complete each of the assessment items satisfactorily, students must obtain at least a grade of C- for each summative assessment item against the published marking criteria for each item.

3 Penalties for late submission of required work:
   In this course, if students are more than two weeks late with the submission of any assessment task, they are required to contact the course examiner, who may, at his/her discretion, grant a further extension.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by satisfactorily completing all summative assessment items.

5 Method used to combine assessment results to attain final grade:
   The final grades for students will be assigned on the basis of the weighted aggregate of the grades obtained for each of the summative assessment items in the course.

6 Examination information:
   There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
   There will be no Deferred or Supplementary examinations in this course.

8 University Regulations:
   Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the current USQ Handbook.

ASSESSMENT NOTES

1 All pieces of graded summative assessment in this course will be graded using one of the following letter grades: HD, A, B, C, F or Incomplete. Plus and minus may be used with each of these letter grades.