



PSYO8919

Training in Organisations

Session 2, Special circumstance 2020

Department of Psychology

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Policies and Procedures</u>	5

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff

Convenor

Mel Taylor

mel.taylor@mq.edu.au

4FW Room 505

By appointment

Joanne Earl

joanne.earl@mq.edu.au

Credit points

10

Prerequisites

Admission to MOrgPsych

Corequisites

Co-badged status

Unit description

This unit explores employee training and development in the contemporary workplace. It provides students with knowledge of a range of theories and practical perspectives relating to training within organisations. Students will gain a familiarity in training needs analysis, the development and implementation of training material, and training evaluation. Practical components of the unit focus on assessing the need for training, implementing training within an organisational context, and evaluating the outcomes of training.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

ULO1: Identify the role of training for achieving different objectives, and the stages involved in constructing and delivering a training program

ULO3: Plan, design and defend a needs analysis and training program to meet clear learning objectives

ULO2: Critically reflect on contemporary approaches to training and the challenges of

training in organisations

ULO4: Develop and present course ware

ULO5: Demonstrate effective interpersonal communication through written, oral and team-based activities

Assessment Tasks

Name	Weighting	Hurdle	Due
Training needs analysis (TNA)	40%	No	07/09/20
Exemplar Training Package	45%	No	19/10/20
Quiz	15%	No	02/11/20
Ten minute quiz relating to e-lecture content	0%	No	06/11/20

Training needs analysis (TNA)

Assessment Type ¹: Project

Indicative Time on Task ²: 40 hours

Due: **07/09/20**

Weighting: **40%**

Students are required to prepare, conduct and interpret a TNA and communicate these outcomes in a professional report of up to 12 pages.

On successful completion you will be able to:

- Identify the role of training for achieving different objectives, and the stages involved in constructing and delivering a training program
- Plan, design and defend a needs analysis and training program to meet clear learning objectives
- Critically reflect on contemporary approaches to training and the challenges of training in organisations
- Demonstrate effective interpersonal communication through written, oral and team-based activities

Exemplar Training Package

Assessment Type ¹: Project

Indicative Time on Task ²: 51 hours

Due: **19/10/20**

Weighting: **45%**

Students will select a component of their training course and develop a training package. This is in the format of a written report (open length) worth 80% of the final mark, and a 10 minute video demonstrating the training delivery, worth 20% of the final mark.

On successful completion you will be able to:

- Identify the role of training for achieving different objectives, and the stages involved in constructing and delivering a training program
- Plan, design and defend a needs analysis and training program to meet clear learning objectives
- Critically reflect on contemporary approaches to training and the challenges of training in organisations
- Develop and present course ware
- Demonstrate effective interpersonal communication through written, oral and team-based activities

Quiz

Assessment Type ¹: Quiz/Test

Indicative Time on Task ²: 8 hours

Due: **02/11/20**

Weighting: **15%**

Multiple choice quiz to be completed within 30 minutes

On successful completion you will be able to:

- Identify the role of training for achieving different objectives, and the stages involved in constructing and delivering a training program
- Critically reflect on contemporary approaches to training and the challenges of training in organisations
- Demonstrate effective interpersonal communication through written, oral and team-based activities

Ten minute quiz relating to e-lecture content

Assessment Type ¹: Quiz/Test

Indicative Time on Task ²: 1 hours

Due: **06/11/20**

Weighting: **0%**

Quiz relating to e-lecture content

On successful completion you will be able to:

- Identify the role of training for achieving different objectives, and the stages involved in constructing and delivering a training program
- Critically reflect on contemporary approaches to training and the challenges of training in organisations

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

This unit is delivered as weekly classes. iLearn will be used to post all pre-work, resources, lesson recordings and assessment information relating to this Unit. Further information regarding this unit will be available via a Unit Outline posted in iLearn.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)

- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

If you are a Global MBA student contact globalmba.support@mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.