



This course supports the assessment for Training and Development. The course covers 5 competencies and represents 3 competency units.

## Introduction

Welcome to Training and Development.

To get started, please click the "Launch Course" button in "Preparing for Success". Below you will find a welcome video and the competencies for this course.

*Note: To download this video, right-click the following link and choose "Save as...": [download video](#).*

### Competencies

This course provides guidance to help you demonstrate the following 5 competencies:

- **Competency 3040.1.1: Strategic Needs Assessment**  
*The graduate explains the need for training and development within the context of the strategic success of an organization.*
- **Competency 3040.1.2: Program Management**  
*The graduate manages training and development programs to ensure the workforce has the necessary knowledge, skills, abilities, and other characteristics to meet present and future organizational needs.*
- **Competency 3040.1.3: Program Evaluation**  
*The graduate utilizes best practice to ensure that training transfer occurs and training programs are accurately evaluated.*
- **Competency 3040.1.4: Talent Management**  
*The graduate develops the organization's talent management programs, including career management, performance management, and leadership development.*
- **Competency 3040.1.5: Performance Management**  
*The graduate develops and facilitates, performance management and evaluation at an operational level.*

## Preparing For Success

### Topics and Pacing

The pacing guide suggests a weekly structure to pace your completion of learning activities. It is provided as a suggestion and does not represent a mandatory schedule. Follow the pacing guide carefully to complete the course in the suggested timeframe.

*Note: This pacing guide does not replace the course. Please continue to refer to the course for a comprehensive list of the resources and activities.*



## Week/Topic

1. Topic 1: Overview of Training and Development  
Topic 2: The Context for Training
2. Topic 3: Needs Assessment  
Topic 4: Learning Theory and Training Program Design  
Topic 5: Implementation Issues in Training
3. Topic 6: Transfer of Training  
Topic 7: Evaluation of Training  
Complete Task 1
4. Topic 8: Career Development  
Topic 9: Performance Management  
Complete Task 2  
Topic 10: Employee Rights
5. Topic 11: Leadership Development  
Topic 12: Organization Development  
Topic 13: Challenges in Training and Development  
Complete the overall assessment in MyEducator
6. Complete the pre-assessment and review as needed  
Complete the assessment for the course

## Learning Resource Tips

### MyEducator

You can access the learning resources listed in this section by clicking on the links provided throughout the course. You may be prompted to log in to the WGU student portal to access the resources.

All of the course content will be found within the following MyEducator course:

- [Training and Development](#)

The course is structured in such a way as to match your preassessment and objective assessment reports-each MyEducator lesson corresponds to each assessment topic, that way, based on the results of your preassessment, you will know exactly which areas need the majority of your attention before taking the final exam.

*Note: Once you have entered the MyEducator course environment, it is not necessary to come back to this environment until you are ready to take your final assessment.*

*Note: Appendices A - C in MyEducator are not part of this course. You do not need to read them but they are available if you wish to review the content.*

As you complete each course module, follow these steps:



- Use the study guide as you complete the module materials.
- Read the entire module.
- Assess your knowledge by completing chapter activities and module quizzes.
- Review materials as needed before moving on to the next section.
- Attend content-related webinars as needed.

When you are ready to begin the course, click the "Launch Course" button:

[Launch Course](#)

## **Accessibility Policy**

Western Governors University recognizes and fulfills its obligations under the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973 and similar state laws. Western Governors University is committed to provide reasonable accommodation(s) to qualified disabled learners in University programs and activities as is required by applicable law(s). The Office of Student Accessibility Services serves as the principal point of contact for students seeking accommodations and can be contacted at [ADASupport@wgu.edu](mailto:ADASupport@wgu.edu).

## **Course Feedback**

WGU values your input! Please submit any feedback you have using the following form:

[Course Feedback](#)