

Virtual Campus

**SCHOOL OF EDUCATION**

University Mission**:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional successand service to God and humankind.

Course Number and Title**: EDUC5389 Effective Training**

**Session: Fall 2 VC 2025 October 13-December 13**

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Prerequisites: None

Catalog Description**:** Advanced skill building in the design and delivery of effective training. Field experience: 6 hours

Textbook**: What Great Trainers Do: The Ultimate Guide to Delivering Engaging and Effective Learning**

by [Robert Bolton](https://www.amazon.com/s/ref=dp_byline_sr_book_1?ie=UTF8&field-author=Robert+Bolton&text=Robert+Bolton&sort=relevancerank&search-alias=books) , [Dorothy Grover Bolton](https://www.amazon.com/s/ref=dp_byline_sr_book_2?ie=UTF8&field-author=Dorothy+Grover+Bolton&text=Dorothy+Grover+Bolton&sort=relevancerank&search-alias=books)

ISBN-13:  978-1511325639 Publisher:  AMACOM (American Management Association), 2015

**E-Text is Available under tab on course menu.**

# Course Outcome Competencies and Course Requirements:

# This course will provide a proven structure for dynamic workshops along with surefire strategies for blending course content with fluid interaction. Readers will learn how to: Organize presentations for maximum impact and

# • Use activities to connect participants to the content and each other

# • Create visual aids that reinforce key points

# • Fine-tune their delivery

# • Listen actively and read the group

# • Address questions and concerns

# • Make presentations interactive―involving learners early and often

# • Manage the tough moments

# • Handle resistance

# • Use debriefs, demonstrations, and deliberate practice to solidify performance, improve applicability, and make training stick

# • Adapt the course to fit the participants

# • Promote positive group process

# Course Outline and Grading Structure:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module | **Topic** | **Reading Assignment** | **Points Possible** | **Due Date** |
| 1 | **1.The Challenge of Training**  **2. Content and Process**  **3. A Universal Structure for Skill Building Workshops** | Chapter 1,2,3 | 20 | **Oct 16** |
| 2 | **4.How to Open a Workshop** | Chapter 4 | 20 | **Oct 23** |
| 3 | **5. Using Activities to Engage Participants**  **6. Debriefing to Gather the Learning** | Chapter 5,6 | 20 | **Oct 30** |
| 4 | **7. Organizing Your Presentation**  **8. Creating and Using Flipcharts** | Chapter 7,8 | 50 | **Nov 4-6** |
| 5 | **9. Creating and Using PowerPoint Slides** | Chapter 9 | 20 | **Nov 13** |
| 6 | **10. Fine-Tuning Your Delivery**  **11. Using Disclaimers to Sidestep Resistance**  **12.Listening Actively to Stay in Tune with Participants**  **13. Responding to Questions, Comments and Objections** | Chapter 10,11,12,13 | 20 | **Nov 20** |
| 7 | **14. Making Presentations Interactive** | Chapter 14 | 20 | **Dec 4** |
| 8 | **19. Evaluating the Workshop**  **20. Ending the Workshop** | Chapter 19,20 |  | **Dec 9** |
| 8 | Submission of Final Portfolio | \* | 100 | **Dec 12** |

Computation of final grade**:**

* Weekly assignments and quizzes-200
* Final portfolio-100

# Attendance/assignment requirements:

Any student who misses 25% or more of the regularly scheduled due dates may receive a grade of “F” in the course. You are training to be a professional. **You will never be any better educator than you are a student.** Any necessary late work is expected to be explained beforehand and arrangements made for assignments. Any unavoidable late work is expected to be explained ASAP via voice mail or email. Any unexplained late work will result in no credit. The expectation is that any student training to be a professional will be prompt, prepared and an active participant in the class activities for each week.

# University Grading System:

A 90-100% Cr for Credit

B 80-89 % NCR No Credit

C 70-79 % I Incomplete\*

D 60-69 % W for withdrawal

F below 60 % WP Withdrawal Passing

WF Withdrawal Failing X No grade given IP In Progress

A grade of “CR” indicates that credit in semester hours was granted but no grade or grade points were recorded.

**\***A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the **I** is converted to the grade of **F**. An incomplete notation cannot remain on the student’s permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term.

**Academic Honesty:**

Wayland students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as possession of examinations or examination materials, forgery, or plagiarism. Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving sanctions to any student involved. The faculty member involved will file a record of the offense and the punishment imposed with the dean of the division, campus dean, and the provost/academic vice president. Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed.

# PLAGIARISM:

Plagiarism — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, *the source of that information must be acknowledged through complete, accurate, and specific references*, and, if verbatim statements are included, through use of quotation marks as well. By placing one’s name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. *A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.*

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# Disability Statement:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations. Students should inform the instructor of existing disabilities the first class meeting.