

HRD 3312: TRAINING & DEVELOPMENT

Fall 2026 Course Syllabus

Instructor	Brandy Dial	Semester	Fall 2026
Email	brandy.dial@uttyler.edu	Phone	903-240-1013
Office Hours	TBD	Course	HRD 3312
Class Format	Monday & Wednesday: In Person	Friday	Online / Independent Learning

Course Overview

This course introduces the field of Training and Development (T/D) through applied, workplace-focused learning. Using Julie Dirksen's Design for How People Learn, students will explore how people learn while developing deeper expertise in assigned chapters and one of four developmental skills: love of learning, creativity, curiosity, or critical thinking. Throughout the semester, students will research, analyze, design, create, collaborate, revise, present, and reflect.

*The goal is not simply to learn about Training & Development –
it is to leave the course having practiced doing it.*

What You Will Learn & Take With You

In This Class, You Will Practice...	Real-World Skill You Can Take With You
Researching jobs, skills & workforce trends	O*NET, workforce research & job analysis
Identifying needs & performance gaps	Determining whether training is actually the solution
Applying how-people-learn principles	Designing more effective learning experiences
Researching & becoming an 'expert'	Synthesizing and communicating new knowledge
Designing practice activities	Creating learning that develops skills - not just delivers information
Canva, PowerPoint, audio/video & visual aids	Modern digital and business communication
AI literacy	Using and evaluating AI responsibly at work
Drafting, feedback & revision	Improving professional work through iteration
Resume & job-gap analysis	Identifying professional strengths and development needs
T/D pitch development	Advocating for an organizational idea
Evaluation & reflection	Determining whether learning actually worked

Required Textbook & Materials

Dirksen, J. (2016). Design for how people learn (2nd ed.). Pearson. Students will use Chapters 2-3 as foundational material and will also become the 'expert' of two assigned chapters. The goal is to understand selected concepts well enough to explain, apply, and teach them.

Learning Outcomes

- Explain the purpose and value of Training & Development.

- Conduct introductory job, gap, and needs analyses.
- Apply principles of learning and instructional design to T/D.
- Design opportunities for learners to practice and apply skills.
- Use digital and AI-enabled tools responsibly in training design.
- Develop professional visual presentations and training materials.
- Collaborate to research, design, and facilitate learning.
- Communicate T/D recommendations to organizational audiences.
- Evaluate and reflect on training effectiveness.
- Apply curiosity, creativity, critical thinking, and lifelong learning to workplace problems.

Major Learning Experiences

Major Learning Experience	What You Will Practice	Points
T/D Foundations & Workforce Exploration	T/D careers, workforce trends, O*NET, needs/job analysis & workplace problems	130
T/D Presentation Project & Skill Development	Research, learning design, assigned chapters, Canva/PowerPoint, visual communication & audio/video	235
Visual Aids & Needs Assessment	Turning a complex T/D process into an understandable visual	75
AI Literacy Group Training Project	Collaborative research, training design, facilitation & AI literacy	250
Career Application	Branded resume, job analysis & professional gap identification	80
T/D Pitch Deck	Advocating for a training/development need to decision-makers	315
Final Reflection / Final	Synthesizing course learning, evaluating growth & identifying transfer to future work	100
	Total Course Points	1,185

Major projects are supported by low-stakes discussions, checkpoints, drafts, and practice activities throughout the semester.

Learning Through Practice

Many assignments are intentionally developmental. You will have opportunities to try, receive feedback, revise, and improve. Several assignments are effort-based because the purpose is practice - not perfection.

All assignments include a grace period. Deadlines help keep everyone moving, but learning is more important than rigid deadlines. If you need additional time or assistance, please communicate with me. I am willing to work with students who are engaged and making an effort to learn.

Digital Design & AI

Students may use Canva or PowerPoint, although Canva will frequently be encouraged so you can gain experience with modern digital design while instructor support is available. AI tools, including ChatGPT,

may also be used appropriately for brainstorming, exploring alternatives, condensing information, and improving communication.

AI should support your learning - not replace it.

You remain responsible for understanding, evaluating, verifying, and taking ownership of anything you submit.

Course Progression

Phase	When	Focus
1. Explore & Understand	Aug.-Sept.	What is T/D? • Careers • Workforce skills • O*NET • Needs/job analysis • How people learn
2. Design & Develop	Sept.-Oct.	Assigned skills • Becoming the Expert • T/D Presentation • Digital design • Visual aids
3. Apply & Practice	Oct.-Nov.	AI Literacy Training • Career application • Resume • T/D Pitch Deck
4. Evaluate & Reflect	Nov.-Dec.	Final projects • Training evaluation • AI deliverable • Final reflection

Important Fall 2026 Dates

Date	Important Course / University Date
August 24	Classes Begin
September 7	Labor Day - No Classes
September 8	Census Date
October 30	Last Day to Withdraw
November 23-27	Thanksgiving Holiday - No Classes
December 4	Final Course Deliverables
December 7-11	Final Examination Week
December 12	End of 15-Week Session

Grading

A	B	C	D	F
90-100%	80-89%	70-79%	60-69%	Below 60%

Course Communication

Please reach out when you have questions, are confused, need feedback, or are having difficulty keeping up. Earlier communication gives us more options. My goal is to help you learn and successfully complete the course.

University Policies & Resources: Current UT Tyler policies, academic integrity, accessibility, and student resources are available in the Canvas Syllabus Module.