

Visuals Index
WED 469

Orientation

- 1** Course/Instructor Title Sheet
- 2** Grade Sheet
- 3** Course Reserve Process

Unit One - Human Resource Development

Objective #1 - Review the Role and Function of Human Resource Development

- 1.1** Organizational Resources
- 1.2** Definition of Human Resources
- 1.3** Functions of Human Resources
- 1.4** Definition - HRD
- 1.5** Definition - HPI
- 1.6** Types of HPI
- 1.7** Benefits of HPI
- 1.8** HPI Organizations
- 1.9** Economy
- 1.10** Demographics
- 1.11** Challenges
- 1.12** Course Terminology
- 1.13** Roles

Unit Two - Planning and Organization

Objective #2 - Write an Organizational Mission

- 2.1 Mission - Definition
- 2.2 Embodied Characteristics of a Mission Statement
- 2.3 Influences
- 2.4 Components
- 2.5 System-Input/Output (Drawing)
- 2.6 Organization/Market Adaptation (Drawing)
- 2.7 Characteristics of a Purpose
- 2.8 Components of an Organizational Purpose
- 2.9 Purpose Statements
- 2.10 Goals - Definition
- 2.11-12 Goals - Characteristics
- 2.13-14 Goals - Examples
- 2.15 Markets
- 2.16 Market/Clientele

Objective #3 - Name the Instructional Organization

No visuals

Objective #4 - Create an Organizational Logo

No visuals

Objective #5 - Draw a Functional Organization Chart

- 5.1** Types of Instructional Organizations
- 5.2** Type I ~ Type IV
- 5.3** Functional Organization Chart
- 5.4** Styles of Organization Charts (Drawing)

Unit Three - Marketing

Objective #6 - Prepare a Learning Needs Analysis

- 6.1** Learning Need
- 6.2** KASH Formula
- 6.3** Optimals - Actuals = Needs
- 6.4** Needs Assessment - Needs Analysis
- 6.5-7** Needs Analysis Process
- 6.8** Needs Analysis Checklist
- 6.9** Critical Competencies of a Needs Analyst

Objective #7 - Prepare a Marketing Plan

- 7.1** Marketing Plan (Major Question)
- 7.2** Market - Definition
- 7.3** Types of Markets
- 7.4** Organization
- 7.5-6** Characteristics

- 7.7 Target Groups
- 7.8 Marketing
- 7.9 Marketing Process
- 7.10 Six “P’s” of Marketing

Unit Four - Programming

Objective #8 - Prepare a List of Curricular Offerings

- 8.1 Concept of “Curriculum”
- 8.2 Instruction
- 8.3 Types of Instruction
- 8.4 Components/Instructional Program
- 8.5 $KASH\ Needed - KASH\ Possessed = HPI\ Needed$
- 8.6 Identification of HPI Offerings (Illustration)
- 8.7 Strategic Alliance
- 8.8 Program Planning
- 8.9 “Catalog” Entries
- 8.10 Equivalencies

Unit Five - Staffing

Objective #9 - Draw a Personnel Organization Chart

- 9.1 Organizational Algebra

- 9.2** Types of HPI Personnel
- 9.3** Administrative Personnel
- 9.4** HPI Manager
- 9.5** HPI Program Coordinator
- 9.6** Instructional Personnel
- 9.7** Sources
- 9.8** Identification
- 9.9** Recruiting Process
- 9.10** Personnel Organization Chart (Illustration)

Objective #10 - Prepare an Interview Questionnaire

- 10.1** Interview Process
- 10.2** Interview Questions

Unit Six - Facilities Planning and Management

Objective #11 - Draw a Preliminary Design Floorplan

- 11.1** Floorplan (Illustration)
- 11.2-3** Considerations
- 11.4** Types of Facilities
- 11.5-6** Function
- 11.7** Facilities Development Team
- 11.8** Preliminary Design Phase

11.9 Master Planning Questionnaire

Objective #12 - Prepare a Set of Space-use Inventory Form

12.1 Space-use Inventory Form

12.2 Floorplan (Illustration)

Objective #13 - Prepare an Equipment-Supplies Order Forms

13.1 Equipment-Supplies Order Form

13.2 Space-use Inventory Form

13.3 Floorplan (Illustration)

Unit Seven - Financing and Budgeting

Objective #14 - Develop an First-year Operating Budget

14.1 Time Elements

14.2 Financial Management Practices

Unit Eight - Assessment

Objective #15 - Prepare a “Program” Assessment Instrument

15.1 Concept of “Curriculum” (Review)

15.2 Kirkpatrick’s Assessment Model

15.3-4 Phillips’ Assessment Model

15.5 Comparison of Kirkpatrick/Phillips Assessment Models

15.6 ROI Formula

Unit Nine - Strategic Planning

Objective #16 - Prepare a Strategic Plan Outline

16.1 Types of Planning

16.2 Components of a Strategic Plan

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