The Business Education program offers the Training and Development Minor as a professional credential for anyone seeking to work in employee development, training, and leadership roles in multiple industries.

WINONA STATE UNIVERSITY 2023-2024 CATALOG
Training and Development Minor Advising Form
Revised 9/1/23, Faculty Contact: Dr. Dana Brigson, Helble Hall 202, 507.457.5197, dbrigson@winona.edu

Course Number	Course Title	Credits	Semester Offered	Method of Instruction
BUED 410	Training & Leadership Relations	3	Fall	Online
BUED 440	Training & Development Theory	3	Fall	Online
BUED 441	Training Design & Application	3	Spring	Online
EDFD 442	Postsecondary Education & Training (College of Education offering)	3	Spring	Online
BUED 333	Business Communication (added as of F23)	3	Fall	Online
CMST 266	**OR** Professional Communication Skills (College of Liberal Arts offering)	3	Offered Annually	Face-to-Face
BUED 340	Technology Concepts & Applications	3	Spring	Online
BUED 320	Software Applications	3	Fall	Online
MIS 202	**OR** Microcomputers in Business (College of Business offering)	(3)	Every	Face-to-Face & Online options
~~BUED 330~~	~~Advanced Software Applications~~ (removed as of F23)	~~3~~	~~Spring~~	~~Online~~
BUED 435	Personnel Management/Career Development	3	Spring	Online
MGMT 317	**OR** Management of Human Resources (College of Business offering)	(3)	As Needed	Face-to-Face & Online options
		24 S.H.		

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BUED 320, Software Applications
Software applications commonly used in business education and training environments including word processing, spreadsheet, database, presentation, and desktop publishing. Students will work on various hands-on projects to enhance end-user abilities at an intermediate level.

BUED 333, Business Communication
This course will address a broad range of topics pertaining to interpersonal communication, management communication, and intercultural communication. Includes the study and application of effective design strategies related to business writing, professional presentations, and social media.

BUED 340, Technology Concepts & Applications
Components of computer hardware, software, operating systems, input, output, networking, security, privacy, and web tools will be addressed. Emphasis will also be placed on current technology trends and applications relevant in the business education and training professions.

BUED 410, Training & Leadership Relations
Leadership topics will be addressed including effective leadership strategies, risk taking, engaging and strengthening others, clarifying values, and celebrating success. Related communication topics will also be addressed including fostering collaboration, strategic and organizational communication, envisioning and communicating goals.

BUED 435, Personnel Management & Career Development
The study of effective management including managing a new and diverse workforce; safety, health, well-being, security topics; enhancing performance; and motivation at work. Human resource topics will also be addressed including compensation and benefits, recruiting, selecting, training/developing employees; employment law, performance appraisals; career development and transition skills.

BUED 440, Training & Development Theory
This course will provide an overview of training and adult learning theory with an emphasis on a systems approach to training program design. Key phases of the training and development process will be addressed including needs analysis, design, implementation, and evaluation.

BUED 441, Training Design & Applications
This course will focus on design principles and application methods used to develop effective training sessions. Related topics will include research-based training principles, instructional methods, and current trends in the training and development field.

EDFD 442, Postsecondary Education & Training
This course will provide an overview of the characteristics and needs of the postsecondary learner in various settings. Topics related to effective teaching and training at the postsecondary level will be addressed including learning styles, inclusion, relationship-building, instructional design, and motivation.

ASSOCIATION FOR TALENT DEVELOPMENT CAPABILITY MODEL

The curriculum addressed in this minor aligns with the Capability Model created by the Association for Talent Development (ATD, formerly ASTD) and is a framework to guide the talent development professional to enrich themselves, others, and their organizations.

Domain	Purpose/Description	Aligned Program Requirement
Building Personal Capability: - Communication - Emotional Intelligence & Decision-Making - Collaboration & Leadership - Cultural Awareness & Inclusion - Project Management - Compliance & Ethical Behavior - Lifelong Learning	This domain embodies the enhancement of abilities that all working professionals should possess to be effective in the workplace. These are largely interpersonal skills, often called soft skills and are needed to build effective organizational or team culture, trust, and engagement.	**BUED 410, Training & Leadership Relations** **BUED 333, Business Communication** **EDFD 442, Postsecondary Education & Training** **BUED 435, Personnel Management & Career Development**
Developing Professional Capability: - Learning Sciences - Instructional Design - Training Delivery & Facilitation - Technology Application - Knowledge Management - Career & Leadership Development - Coaching - Evaluating Impact	This domain embodies the knowledge and skills that talent development professionals should possess to be effective in their roles of creating the processes, systems, and frameworks that foster learning, maximize individual performance, and develop the capacity and potential of employees.	**BUED 440, Training & Development Theory** **BUED 441, Training Design & Applications** **EDFD 442, Postsecondary Education & Training** **BUED 340, Technology Concepts & Applications** **BUED 435, Personnel Management & Career Development**
Impacting Organizational Capability: - Business Insight - Consulting & Business Partnering - Organization Development & Culture - Talent Strategy & Management - Performance Improvement - Change Management - Data & Analytics - Future Readiness	This domain embodies the knowledge, skills, and abilities needed by professionals to ensure talent development is a primary mechanism for driving organizational performance, productivity, and operational results.	**BUED 340, Technology Concepts & Applications** **BUED 320, Software Applications** **BUED 410, Training & Leadership Relations** **BUED 333, Business Communication** **BUED 435, Personnel Management & Career Development**