

*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 2025-2026 CATALOG**

**Training and Development Minor Advising Form**

**Revised 9/1/25, Faculty Contact: Dr. Dana Brigson, Somsen Hall 310, 507.457.5197, [dbrigson@winona.edu](mailto:dbrigson@winona.edu)**

Course Number	Course Title	Credits	Semester Offered	Method of Instruction
BUED 410	Training & Leadership Relations	3	Fall	Online
BUED 440	Training Theory & Application	3	Fall	Online
BUED 441	Training Design & Workplace Wellness	3	Spring	Online
BUED 333	Business Communication	3	Fall	Online
CMST 266	<b>OR</b> 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	<b>OR</b> Microcomputers in Business (College of Business offering)	(3)	Every	Face-to-Face & Online options
BUED 435	Personnel Management/Career Development	3	Spring	Online
MGMT 317	<b>OR</b> Management of Human Resources (College of Business offering)	(3)	As Needed	Face-to-Face & Online options
		<b>21 CR</b>		

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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 Theory & Application**

This course will provide an overview of training and application methods used to develop effective training programs. Key phases of the training and development process will be addressed including needs analysis, design, implementation, and evaluation. Related topics will include research-based training principles, current trends, and effective use of technology in training.

### **BUED 441, Training Design & Workplace Wellness**

This course will focus on effective training methods in various settings with emphasis on the positive impact leaders can have on such environments. A holistic approach will be utilized addressing instructional design and leadership strategies that support individuals' physical, mental, and social well-being.

## 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
<b>Building Personal Capability:</b> <ul style="list-style-type: none"> <li>- Communication</li> <li>- Emotional Intelligence &amp; Decision- Making</li> <li>- Collaboration &amp; Leadership</li> <li>- Cultural Awareness &amp; Inclusion</li> <li>- Project Management</li> <li>- Compliance &amp; Ethical Behavior</li> <li>- Lifelong Learning</li> </ul>	<p>This domain embodies the enhancement of abilities that all working professionals should possess to be effective in the workplace. These are largely <b>interpersonal</b> skills, often called soft skills and are needed to build effective organizational or team culture, trust, and engagement.</p>	<p><b>BUED 410, Training &amp; Leadership Relations</b>  <b>BUED 333, Business Communication</b>  <b>BUED 435, Personnel Management &amp; Career Development</b>  <b>BUED 441, Training Design &amp; Workplace Wellness</b></p>
<b>Developing Professional Capability:</b> <ul style="list-style-type: none"> <li>- Learning Sciences</li> <li>- Instructional Design</li> <li>- Training Delivery &amp; Facilitation</li> <li>- Technology Application</li> <li>- Knowledge Management</li> <li>- Career &amp; Leadership Development</li> <li>- Coaching</li> <li>- Evaluating Impact</li> </ul>	<p>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 <b>foster learning</b>, maximize individual performance, and develop the capacity and potential of employees.</p>	<p><b>BUED 440, Training Theory &amp; Application</b>  <b>BUED 441, Training Design &amp; Workplace Wellness</b>  <b>BUED 340, Technology Concepts &amp; Applications</b>  <b>BUED 435, Personnel Management &amp; Career Development</b></p>
<b>Impacting Organizational Capability:</b> <ul style="list-style-type: none"> <li>- Business Insight</li> <li>- Consulting &amp; Business Partnering</li> <li>- Organization Development &amp; Culture</li> <li>- Talent Strategy &amp; Management</li> <li>- Performance Improvement</li> <li>- Change Management</li> <li>- Data &amp; Analytics</li> <li>- Future Readiness</li> </ul>	<p>This domain embodies the knowledge, skills, and abilities needed by professionals to ensure talent development is a primary mechanism for driving <b>organizational performance</b>, productivity, and operational results.</p>	<p><b>BUED 340, Technology Concepts &amp; Applications</b>  <b>BUED 320, Software Applications</b>  <b>BUED 410, Training &amp; Leadership Relations</b>  <b>BUED 333, Business Communication</b>  <b>BUED 435, Personnel Management &amp; Career Development</b></p>