MiniMasters (Professional Training and Development)

Course Code	Course Title	Course Synopses	AU
MTD903	Instructional Design Models and Practices	This course provides participants with an understanding of the process of systematic instructional design and how it can be executed in practice. Participants will explore the pros and cons of different instructional design models. Using an experiential learning approach, participants will execute instructional design projects to analyze, design, develop, implement, and evaluate training they have designed. Students will also examine the instructional design models versus their own workplace practices through online discussions.	4
MTD905	Workplace Coaching and Mentoring	In todays dynamic working environments, training programmes alone cannot comprehensively fulfill all the competency development needs of organizations. Training professionals need to be equipped with skills for designing and implementing coaching and mentoring as a total competency development solution in organizations. At the end of the course, you should be able to: 1. Identify and develop the knowledge and skills necessary for effective mentoring and coaching in the workplace for both individual and team settings. 2. Demonstrate their ability to critically reflect on their own experience of coaching and mentoring in various roles such a coach, mentor, coachee, mentee, participants and observers. 3. Be able to confidently deploy the acquired coaching and mentoring skills acquired in your work place.	4

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MTD908	Training Methods and Strategies	Instructional designers need to have the knowledge of a wide repertoire of instructional theories, methods and strategies in order to address different types of performance gap. This course aims to provide conceptual understanding of the theoretical underpinnings of selected training/instructional methods and strategies. It aims to provide opportunities for students to explore concrete training/instructional design theories and to design appropriate strategies and/or activities to achieve the instructional objectives. Given a performance problem, the students will be able to apply the instructional theories and approaches to address the needs of the learners and the performance gap.	4
MTD909	E-learning tools for Training	In the new information age, many traditional classroom courses or training programs need to be re-developed and conducted online to meet the needs of adult learners who often have to balance their work demands with their social lives. In this course, the participants will learn how to use web-based tools, e-learning authoring tools and produce videos so that they can easily develop and conduct e-learning sessions for teaching and training in practice. Through readings, online learning, discussions, and hands-on activities, participants will be able to: 1.Compare the pros and cons of various web-based tools for training . 2.Compare the pros and cons of various e-learning authoring tools; 3.Design and develop e-learning lessons by using appropriate tools. 4.Identify key features of a learning management system and to use a web-based LMS 5.Apply techniques in digital video production from pre-production, production to post-production to produce an interview video and a training video	4