

## **Module 6: *Managing the Learning Function***

### **1. Needs Assessment Methods and Needs Identification**

### **2. Adult Learning Theories**

### **3. Learning Design Theory**

### **4. Learning Technologies**

Technology-Based Solutions  
Authoring Tools  
Effects of Different Computer Languages on Instructional Material Development

### **5. Learning Information Systems**

Types of Learning Information Systems  
Learning Management System (LMS) Implementation Overview  
Effects of Learning Information Systems

### **6. Marketplace Resources**

Strategic Advantages of Outsourcing Training  
Vendor Materials  
Off-the-Shelf, Customized, or In-House Development  
Steps in Outsourcing

### **7. Basic Understanding of Programs Being Administered**

Program Administration  
The Role of the Training Manager  
Program Elements  
Trainers  
SMEs (Subject Matter Experts): Location and Topics

### **8. Budgeting, Accounting, and Financial Management**

Strategic Plan Development  
The Role of the Training Manager  
Accounting Terminology  
Budget Management

### **9. Principles of Management**

Training Manager Activities  
Functions of Management and Leadership

### **10. Project-Planning Tools and Processes**

Project Management  
Considerations in Selecting a Project Manager

The Project Life Cycle  
Time Management  
Project Tools  
Project Management Considerations

### **11. Communication and Influence**

### **12. HR Systems**

Human Resource Systems  
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### **13. Business Model, Drivers, and Competitive Position**

State of the Business  
Culture or Value Systems  
Organizational Structure  
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### **14. External Systems**

External Environmental Factors  
External Relationships

### **15. Legal, Regulatory, and Ethical Requirements**

Employment Law and Regulatory Requirements  
Civil Rights  
Workplace Safety  
Securities and Financial Reporting  
IT Compliance  
Union Relations  
Intellectual Property  
Corporate Policies and Procedures  
Ethical Standards

### **16. Emerging Learning Technologies**

Strategies for Keeping Current  
Evaluation of New Technologies  
Implementation of New Learning Technologies

### **17. Glossary**

### **18. Answer Key**

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