

Employee Training and Development Outline Example

1. Proposed Organization.

- developed through individual research

2. Problem Statement.

- What is the problem in the organization (this is the pressure point that triggers the needs assessment)?
- - Ensure the identified problem can be fixed through employee training and development as discussed in the textbook?
 - What caused the problem?
 - Who is affected by the problem?

3. Thesis statement (last two sentences of the introduction as per SMC standards).

4. Needs assessment (SWOT Analysis).

- Organizational analysis
- Person analysis
- Task Analysis
- Key findings from the analysis

5. Solution to the problem.

6. Transfer of Training.

7. Conclusion (be sure to restate your thesis statement).

8. Reference section

- must be academic/scholarly references (example: online newspaper articles are not scholarly references i.e. CNN, FOX)