

## TRAINING PROGRAM STUDENT PROJECT

### COM 453 Training and Development

#### Arizona State University

(Please Print)

Name of Student: Dillon Nys

Name of Organization: Grove Coffee

Name of person signing consent: Amber Master

Title of person signing consent: Manager

Contact Person's email and phone: amber@thegroveaz.org 480-786-0108

*Overview:* Thank you for agreeing to work with my student in this project. It is the major project in COM 453, Communication Training and Development.

- Its purpose is to give the student as nearly a real-world experience in consulting with an organization as possible to identify a spoken communication skill that could be trained to improve organizational operations and then develop a plan for such training.
- Examples of spoken communication skills could include how meetings are conducted, how personnel from different departments coordinate their activities, customer relations or conflict management. There are many more possibilities that the student may ask you about if you initially don't recognize one.
- The project consists of 4 parts and your direct involvement concerns only the first two.
- It's understood that you won't be implementing any training with the student – unless you want to.

*Your Role:* As "Organizational Contact," you are the only person in the organization with whom the student is to have any interaction, however you may let the student talk with others in your organization if you like.

- You have absolutely no obligation to continue involvement in the project once you've started but I'd appreciate your contacting me if you decide to do that.
- You control all information given to the student and aren't expected to disclose anything you don't want to, or anything sensitive or confidential. The student is under an absolute obligation to maintain any confidences.
- Once you and the student have narrowed down an area for training, I would appreciate your being as open as you feel comfortable with and responding to communications from the student as is convenient for you.

**Project Assignments:** Please feel free to ask for a copy of the full assignment from the student or from me, but here is a summary:

**Assignment 1:**

- The student will meet with you and gather general information. Together you'll discuss areas in your organization where spoken skills are a key factor in your organization and begin to identify one or more that could be improved by training. Ongoing communication between you and the student after that will be necessary, but the student is expected to respect your schedule.

**Assignment 2:**

- The student will give you a questionnaire to fill out to gather more detailed information that will disclose the focus for the training. The questionnaire will be directed to you only.
- This questionnaire will be followed up or be part of one or more interviews with you. The questionnaire/interview portion of the assignment must be done with you only.
- This is the last assignment that you're asked to participate in.

**Assignment 3:**

- The student will prepare and hand in a delivery plan for a mock training.

**Assignment 4:**

- The student will hand in a complete training plan that would be a proposal to you if you were actually a client.

\*You're welcome to copies of any assignments, but your involvement is actually complete after assignments one and two.

**Privacy:** All four assignments will be handed in to me for grading, and I will not disclose anything the student tells me or hands in. If my supervisor requests that I give her a copy I will have to do so, but that has never happened and is highly unlikely.

**Student Conduct:** The student is required always to conduct him or herself in a professional and respectful manner, but I can't be responsible for the student's conduct in working with you unless you tell me there's a problem. If you contact me about a problem I'll take necessary action and you may cease your involvement at any time if you choose to. By signing below the student agrees to always conduct him or herself in a professional and respectful manner and not to disclose information you give him or her to anyone except me.

**Purpose of this Form:** I've asked you to sign this form so that I know that you know what the assignment entails and that you understand that you have complete control of how it proceeds. Your signing this consent also indicates that you have actual authority to give my student access to whatever information you choose to disclose. I hope that you'll be able to provide what the student needs to complete the assignment. If you have any questions as the project progresses, please email me at

Jcrobin2@asu.edu.

I hope this satisfactorily explains an overview of this project. Please contact me if you have any questions and thank you for agreeing to work with my student. This project is the central element of the learning process in this course and vital to the student's experiencing firsthand what a communication training and development professional does for clients.

ORGANIZATIONAL CONTACT: \_\_\_\_\_

Dated: Signed: \_\_\_\_\_

5/22/17

STUDENT: \_\_\_\_\_

Dated: Signed: \_\_\_\_\_

5/22