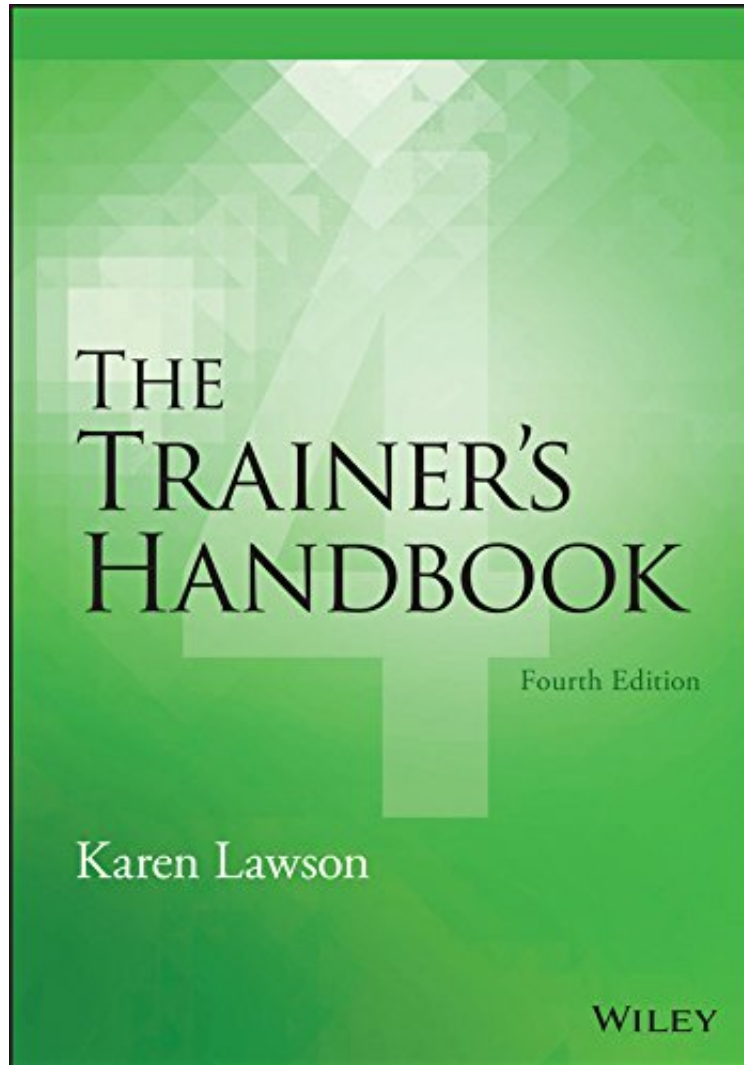


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The Trainer's Handbook

Karen Lawson

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A ready-to-use toolkit for delivering high-value training in any scenario The Trainer's Handbook is a comprehensive manual for designing, developing, and delivering effective and engaging training. Based on the feedback of workshop participants, readers, and instructors, this new third edition has been expanded to provide guidance toward new technologies, leadership training, distance learning, blended learning, and other increasingly common issues, with new case studies for each chapter. A systematic approach to training breaks the book into five parts that separately target analysis, design, development, delivery, and evaluation, giving you a comprehensive reference designed for quick look-up and easy navigation. New inventories, worksheets, job aids, checklists, activities, samples, and templates help you bring new ideas into the classroom, and updated instructor guide help you seamlessly integrate new and established methods and techniques. Training is increasingly expanding beyond the traditional instructor-led classroom; courses may now be delivered online or offsite, may be asynchronous and self-led, and may be delivered to individuals, small groups, or entire organizations. This book gives you a one-stop reference and toolkit to help you provide more effective training, regardless of class size, structure, subject, or objective. Explore new training styles adapted to different learning styles Design specialized instructional plans for groups, distance learning, and active training Blend creativity, logic and design principles to create more effective visuals Develop strategies for training leaders, training across cultures, and more Effective training means delivering useful information in a way that's accessible, approachable, understandable, and memorable. The Trainer's Handbook gives you the knowledge and framework you need to provide a high-value experience in any training scenario.

From the Back Cover **THE REVISED AND UPDATED ESSENTIAL TRAINER'S RESOURCE!** The Trainer's Handbook is the classic resource trainers—internal or external, full-time or part-time—have come to rely on for designing, developing, and delivering effective and memorable training. It offers a comprehensive and systematic approach to developing training skills and competencies. Thoroughly revised and updated, this fourth edition addresses the increasing demands on learning and development professionals as they grapple with issues of globalization, rapidly changing technology, and a more sophisticated and diverse group of learners that has changed the way knowledge and skills are transferred to the workplace. This new edition includes expanded information on cultural differences, reveals how differences impact training, and suggests tips and techniques for training across cultures. Training in tough economic times receives special consideration and the text also explores storytelling as a leadership and training tool. And because today's trainers are called upon to deliver training in many ways, the text also includes a structured, efficient approach to on-the-job training. Designed as a practical resource, The Trainer's Handbook is filled with helpful checklists, forms, and specific activities that can be put to use right now to design, develop, and deliver your own exceptional training programs. In addition, the book's website makes it a snap to print the tables and exhibits that are included in the text. Filled with the knowledge and a proven framework The Trainer's Handbook gives you the power to deliver useful information in an accessible way and create specialized instructional plans for groups, distance learning, and active training programs. **About the Author** **KAREN LAWSON, PHD**, is an international consultant, speaker, and author. As founder and president of Lawson Consulting Group, Inc., she is the author of *Leadership Development Basics*, *The Art of Influencing*, *Improving Workplace Performance Through Coaching*, *Improving On-the-Job Training and Coaching*, *SkillBuilders: 50 Communication Skills Activities*, *New Employee Orientation Training*, and *Involving Your Audience—Make It Active*. She is coauthor of *101 Ways to Make Training Active* (first edition) and has published dozens of articles in professional journals.