Essential Guides to Training Basics



DESIGNING AND DEVELOPING TRAINING PROGRAMS

JANIS FISHER CHAN

ML Morrison

Designing and Developing Training Programs Janis Fisher Chan, 2009-12-30 Designing and Developing Training Programs is filled with practical information best practices and proven strategies This book will help both new and experienced trainers design and develop training programs that achieve results for both individuals and their organizations while meeting the challenges of today s fast paced rapidly changing learning environment Created to be easy to use Designing and Developing Training Programs covers a wide range of topics including how to Ensure that training is needed relevant and cost effective Analyze the needs and characteristics of the audience Write behavioral learning Select the right content and design activities that help people learn Develop effective learning materials Create a program evaluation Design virtual and remote training programs Praise for Designing and Developing Training Programs Janis Fisher Chan is truly a master designer having an uncanny ability to help people to truly think Her book is of real service to anyone in the field of training Manfred Kets de Vries Raoul de Vitry d Avaucourt Chaired Clinical Professor of Leadership Development and director INSEAD Global Leadership Centre What makes Janis Chan's book so exceptional is the variety of challenging content related exercises that bring the concepts up close and personal into the reader's life and work Sharon Bowman Author Training from the BACK of the Room **Training Fundamentals** Janis Fisher Chan, 2009-12-09 Training Fundamentals is a no nonsense practical overview of training filled with useful information best practices and proven strategies to help both new and experienced trainers develop their skills and design and deliver training that achieves results in today s rapidly changing learning environment Designed to be easy to use Training Fundamentals covers a range of topics including How training helps organizations achieve their goals What characteristics and skills a trainer needs to be successful The adult learning principles that guide all successful training programs. The basics of designing developing delivering and evaluating training programs Guidelines for becoming a professional trainer The Pfeiffer Essential Guides to Training Basics is a three volume series Training Fundamentals Designing and Developing Training Programs and Delivering Training Workshops that offers new and experienced trainers a wealth of ideas information tips tools and techniques Praise for Training Fundamentals Training it sounds so simple but it s not This book provides an essential and practical foundation for designing and delivering a successful workshop It's easy to use practical and chock full of insights only a successful trainer knows Barbara Nelson principal of Nelson Communications With crisp fresh and easy to understand language Chan cuts through all the jargon and provides easy to follow guidelines for becoming a pro Terrence L Gargiulo president MAKINGSTORIES net and author Building Business Acumen for Trainers and Trainer's Portable Mentor **Delivering Training Workshops** Janis Fisher Chan, 2009-12-30 PFEIFFER ESSENTIAL GUIDES TO TRAINING BASICS Delivering Training Workshops is filled with practical information best practices and proven strategies This book will help trainers no matter what their level of experience prepare and deliver effective workshops that achieve results for both individuals and their organizations while

meeting the challenges of today s fast paced rapidly changing learning environment It covers a wide range of topics including Planning and scheduling a workshop Methods for preparing workshop participants to learn Tips to help trainers increase their confidence Keep participants engaged and involved How to present information clearly respond to questions and manage the group Tools for measuring workshop success Methods for conducting virtual workshops The Pfeiffer Essential Guides to Training Basics is a three volume series Training Fundamentals Designing and Developing Training Programs and Delivering Training Workshops that offers new and experienced trainers a wealth of ideas information tips tools and techniques Praise for Delivering Training Workshops Here's a terrific guide to make sure you successfully teach others what you know Barbara Nelson principal of Nelson Communications Janis Chan guides you step by step through the process of planning and delivering training that engages participants and helps them learn sharing her vast store of practical tips and techniques Sue Funkhouser facilitator and organization development consultant Pinwheel Performance A learning tool to increase your confidence and deliver training that achieves results Natasha Terk President Write It Well Pfeiffer Guide to Training Basics Janis Fisher Chan, 2009-12-30 This complete set includes all three volumes of the Pfeiffer Essential Guides to Training Basics Training Fundamentals Designing and Developing Training Programs and Delivering Training Workshops The first of the series Training Fundamentals provides practical information strategies techniques guidelines step by step procedures tips and tools that trainers can put to use right away It features a wealth of checklists templates and other tools along with strategies perspectives and ideas from a wide range of experienced training professionals This book offres a comprehensive overview of training including information on the purpose of training the way it s delivered what a trainer does adult learning theory training assessment learner focused training cost effective training and instructional design Designing and Developing Training Programs focuses on developing and presenting training programs This volume features essential information on planning a project assessing the audience covering needs creating performance based objectives when and if to use off the shelf programs developing enabling objectives pacing creating activities test running your program and much more The third volume Delivering Training Workshops contains best practices for scheduling notifying participants introducing the program setting up the space practicing the presentation engaging the participants establishing rapport preparing materials taking risks facilitating discussions creating action plans following up on what is learned and much more

Evaluation Basics, 2nd Edition Donald V. McCain, 2016-06-27 Your training Do they love it or live it How do training professionals show the impact their programs are making Positive feedback only goes so far in confirming success And entertainment value while important isn t the truest measure of your effectiveness To find out whether your participants are applying what they we learned on the job you need a good evaluation strategy one that connects evaluation to performance program design and bottom line value Each chapter of Evaluation Basics focuses on a critical aspect of developing and implementing an evaluation plan for a face to face or virtual training program You ll not only learn about the methods and

instruments you can use to determine the value of your program but you ll also get help effectively communicating results Part of ATD's Training Basics series the second edition of Evaluation Basics offers practical examples worksheets and new Facilitation Basics, 2nd Edition Donald V. McCain, 2015-09-07 Stop case studies to further your understanding presenting and start facilitating meaningful learning Whether you are a subject matter expert who occasionally takes on a trainer role a trainer who wants to build on solid presentation skills or anywhere in between Facilitation Basics will help you create supportive and effective learning This complete how to guide is designed to improve your facilitation proficiency so you can give face to face as well as online and virtual classroom learners your best Part of ATD's Training Basics series this publication offers practical examples worksheets and tools that make workplace learning easy and rewarding You ll walk away with proven facilitation techniques and a deeper understanding of how to manage difficult participants and use media to support learning This refreshed second edition will guide you through how to enhance your skills as a facilitator create supportive and effective learning environments for face to face and online learners ensure learning is transferred to the job About the Training Basics Series ATD s Training Basics series provides a baseline explanation of the theories and concepts behind featured topics as well as instructions for their practical day to day application in the workplace Additional titles include Adult Learning Basics Competency Based Training Basics the second edition of Training Design Basics and Virtual Building an Innovative Learning Organization Russell Sarder, 2016-01-13 Institute a culture of Training Basics learning to boost organizational performance and agility What makes organizations successful Today most successful companies are learning organizations Building an Innovative Learning Organization shows you how to join their ranks and bring your organization up to the head of the class This book is a practical actionable guide on how to boost performance successfully manage change and innovate more quickly Learning organizations are composed of engaged motivated employees who continually seek improvement which leads to organizational agility and the ability to innovate ahead of the curve When you encourage learning at every level from the intern to the C suite you gain a more highly skilled workforce with a greater ability to act in any situation Building an Innovative Learning Organization shows you how to create this culture in your organization with detailed explanations practical examples and step by step instructions so you can get started right away Written by a recognized thought leader in the training industry this informative and insightful guide is your roadmap to a more effective organization You will discover how to Attract retain and motivate the best employees Become a more innovative and agile organization Create a culture of continuous self improvement Encourage learning at all levels and translate it into action Learning and education doesn t end at graduation it s a lifelong process that keeps you relevant informed and better able to achieve your goals These same benefits apply at the organizational level making the culture self sustaining learning organizations attract top workers who drive the organization forward which attracts more top workers If you want the best people you have to be their best option Building an Innovative Learning Organization gives you

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Training Manual Anthony P. Carnevale, Leila J. Gainer, Ann S. Meltzer, 1990-05-16 Presents the findings of a three year ASTD U S Department of Labor nationwide study on how to develop a skilled workforce capable of meeting today s business requirements Explains how to implement training programs that develop the new basic skills workers will need

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