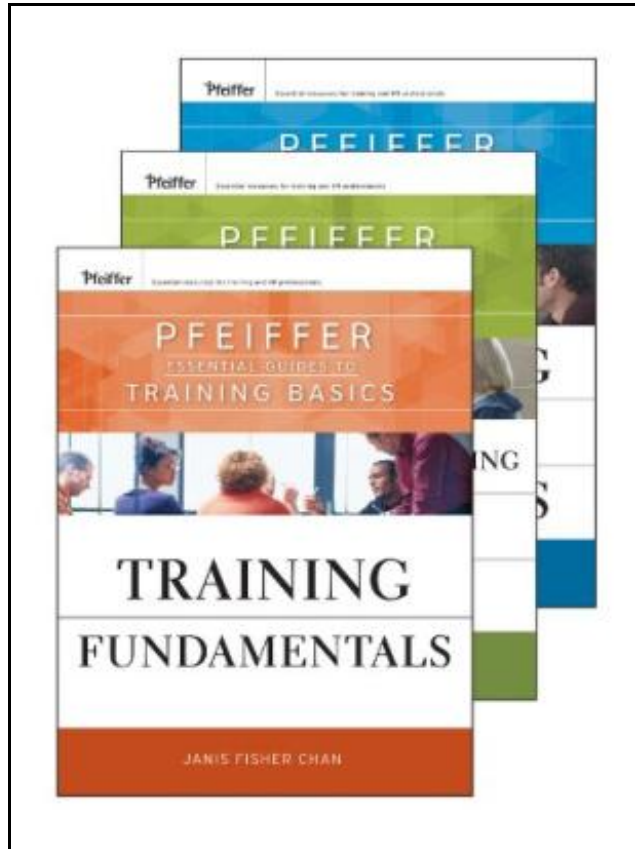


Pfeiffer Guide to Training Basics (Paperback)



Filesize: 9.6 MB

Reviews

A must buy book if you need to adding benefit. Better then never, though i am quite late in start reading this one. I am very happy to inform you that this is basically the very best book we have study during my own life and could be he finest ebook for possibly.
(Rodger Hane)

PFEIFFER GUIDE TO TRAINING BASICS (PAPERBACK)



John Wiley and Sons Ltd, United Kingdom, 2010. Paperback. Book Condition: New. 239 x 180 mm. Language: English . Brand New Book. 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 offers a comprehensive overview of training including information on the purpose of training, the way it is 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.



[Read Pfeiffer Guide to Training Basics \(Paperback\) Online](#)

[Download PDF Pfeiffer Guide to Training Basics \(Paperback\)](#)

Relevant eBooks



A Smarter Way to Learn JavaScript: The New Approach That Uses Technology to Cut Your Effort in Half (Paperback)

Createspace, United States, 2014. Paperback. Book Condition: New. 251 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.The ultimate learn-by-doing approachWritten for beginners, useful for experienced developers who want to...

[Read Book »](#)



Hands Free Mama: A Guide to Putting Down the Phone, Burning the To-Do List, and Letting Go of Perfection to Grasp What Really Matters! (Paperback)

ZONDERVAN, United States, 2014. Paperback. Book Condition: New. 211 x 137 mm. Language: English . Brand New Book. Rachel Macy Stafford's post The Day I Stopped Saying Hurry Up was a true phenomenon on...

[Read Book »](#)



Design Collection Creative Cloud Revealed Update (Mixed media product)

Cengage Learning, Inc, United States, 2013. Mixed media product. Book Condition: New. 239 x 193 mm. Language: English . Brand New Book. Your Adobe Creative Cloud package includes two components: 1) Online access to Adobe...

[Read Book »](#)



Oxford First Illustrated Maths Dictionary (Paperback)

Oxford University Press, United Kingdom, 2013. Paperback. Book Condition: New. 234 x 180 mm. Language: English . Brand New Book. The Oxford First Illustrated Maths Dictionary supports the curriculum and gives your child a head...

[Read Book »](#)



The Preschool Inclusion Toolbox: How to Build and Lead a High-Quality Program (Paperback)

Brookes Publishing Co, United States, 2015. Paperback. Book Condition: New. 274 x 213 mm. Language: English . Brand New Book. Filled with tips, tools, and strategies, this book is the comprehensive, practical toolbox preschool administrators...

[Read Book »](#)