

The Facilitators Pocketbook Trainer

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the facilitator training rainbow won't lead you to a pot of gold but it will enable you to decide on the most suitable approach for your next facilitation session this innovative decision making model is central to the facilitator's pocketbook a comprehensive guide covering all stages of facilitation from planning through to implementation interpersonal skills including attitudes and values and session skills including energising and problem solving are dealt with at length this second edition contains significant new material notably the addition of a detailed case study and examples of six typical facilitation sessions john and paul provide a quick route to a practical understanding of facilitation this book should be compulsory reading for all managers handling change teresa kilmartin executive manager training development irish life assurance plc this book is the perfect illustration of what facilitation is all about making things easy reflecting on the methods skills and techniques described it is easy to understand what it takes to become a skilled facilitator read it and you will undoubtedly do it better and get better results

karin priarollo director human resources novartis consumer health

a pocketful of tips and techniques for trainers teachers instructors and group leaders

with international sales now exceeding 40 000 copies this best seller by john townsend takes a succinct practical approach to all aspects of structuring and delivering a training course or seminar it covers learning theory learning environment techniques for opening and closing the session the right equipment and how to use it preparation delivery and group exercises

small 4 x 6 book proven tips tools and techniques for mentors

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a pocketful of precise measurable performance standards for professional trainers instructors and facilitators publisher

this guide is designed for early childhood educators who are helping their staffs implement the creative curriculum for early childhood a curriculum that is based on child development theory and is developmentally appropriate for preschool and kindergarten children a carefully organized and rich environment serves as the focus of this curriculum part 1 of the guide contains three sections discussing respectively 1 reasons for introducing the new curriculum 2 support and encouragement of staff development during curriculum implementation and 3 the use of classroom visits by supervisors as a way to provide technical assistance to staff and to fine tune the program part 2 offers workshop outlines and handouts for conducting staff development sessions this part contains 12 sections the first of which suggests workshop strategies for trainers while the second outlines a workshop that provides staff with an understanding and appreciation of the curriculum s child development focus the following 10 sections each describe workshops devoted to a particular topic 1 blocks 2 house corner dramatic play 3 table toys 4 art 5 sand and water 6 the library 7 music and movement 8 cooking 9 computers and 10 the outdoors each workshop emphasizes the value of its topic area to child development through exercises activities discussions and handouts two appendices provide a copy of the creative curriculum self assessment and observation form and staff development forms tjq

the impact of human rights training i e its actual contribution to greater respect for human rights relies heavily on some methodological principles which when appropriately adapted provide guidance for the planning design delivery and evaluation of human rights training programmes publisher s website

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