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written for anyone with any level of training responsibility novice trainers accidental trainers and those with years of experience the professional trainer is a comprehensive all in one guide that covers the entire training process and includes a wealth of practical tools techniques and models experienced trainer robert vaughn provides a step by step guide

that includes both conceptual background and a host of hands on tools and exercises he details how to identify and clarify the training needs of the employees and the organization plan and design training on the job off the job and online choose the best training approach and select media and facilities to support it deliver the training and find out if it worked if you are new to training this book will serve as a complete overview of the process for experienced trainers its many practical tools make it an invaluable troubleshooting reference

this book is your blueprint for strengthening and conditioning yourself as the best corporate trainer you can possibly be corporate training is a challenging but incredibly rewarding job to help others develop the skills they need to advance their careers and boost their organizations bottom lines is an awesome privilege to undertake but while your clients are being sharpened into fine efficient successful workers under your watchful eye how are you being developed and refined as a trainer while providing a proven structure for dynamic workshops along with surefire strategies for blending course content with fluid interaction what great trainers do will show you how to organize presentations for maximum impact use activities to connect participants to the content and each other fine tune your delivery listen actively and read the group make presentations interactive adapt the course to fit the participants what great trainers do is a one stop resource to provide invaluable guidance and support for anyone involved with the challenging task of corporate training you re providing them with everything they need don t forget about yourself

your fix it guide to training when you need to repair an appliance on the fritz you can consult the instruction manual but if you re stuck when designing or facilitating training what resource can you turn to for solutions to your problem part troubleshooting guide part introduction to training design and delivery troubleshooting for trainers delivers in the moment fixes and longer term solutions for common challenges at every stage of the learning and development process pull it out when you re in a predicament flip to the related challenge listed in the table of contents and find some immediate relief better yet use it to discover tips and strategies that will help you proactively avoid the crises new trainers face covering more than 40 challenges the book offers solutions for when you feel a lack of personal and professional credibility training isn t well regarded you don t have

enough resources you have minimal learning design expertise you re uncertain about measurement and reporting metrics live training surprises throw you for a loop you encounter challenging participants perfect for the busy trainer each chapter briefly describes a challenge for trainers offers a series of solutions for overcoming it and includes some resources to go deeper about the topic job aids and sample worksheets accompany the solutions if only i knew this when i was starting out experienced trainers often express this sentiment later in their careers why wait the next time you re at a training impasse troubleshoot your way out

this book covers all the key elements of the training process and the problems and pitfalls behind them this extends from handling the client sponsor before the course to reflecting on the lessons to be learned afterwards subjects covered include among others on being a new trainer on the various types of troublesome trainee on coping with treacherous hardware on group dynamics

this title is a standard reference on training with an established reputation amongst trainers human resource managers and managers covering all the core principles of training this revised edition is accessible and fun and offers insights into achieving success in the constantly changing workplace

embrace the gritty reality of training ever watched half your class stomp out on you fallen asleep facilitating a creativity workshop planned a bulletproof lesson plan then dropped it 10 minutes after you started don t worry it s fine to confess if you have faced a surprise in the training room chances are jonathan halls has seen it too as a result he doesn t pretend to be a shiny happy trainer anymore his 25 plus years of training and facilitating in 25 countries have taught him not to stress over a less than flawless class and helped him focus less on himself and more on letting his learners shine in confessions of a corporate trainer an insider tells all jonathan tells relatable and charming stories of what corporate training is really about drawing from his highly rated train the trainer workshops and hundreds of honest conversations with like minded trainers he recounts the curveball he was thrown midway through a change management workshop in zagreb croatia and how it showed him the futility of overplanning he shares the time a fire alarm disrupted a

training program he led in washington d c and how he embraced the interruption and he reflects on what conspires to knock trainers off their game psst demanding clients heavy workloads and frequent travel are only a few of the culprits discover the gritty reality of training confessions of a corporate trainer will entertain you challenge you and remind you why you as a trainer are so important in today s workplace

in recent years there has been a reduction of traditional menu driven training courses and a growth in alternative learning solutions the role of trainer has evolved to include internal consultant learning adviser facilitator of learning e learning designer and workplace coach and as a result there is now a very real need for professional trainers to be able to identify their contribution to organizational performance now in its fourth edition everything you ever needed to know about training highlights the main stages of identifying designing and delivering learning and development it provides key points to assimilate the concepts quickly and develop individual pathways to learning and incorporates new information on areas such as employer branding and how to become an employer of choice there are new chapters on developing people and organizations employee engagement and a useful chapter the trainer as which specifically focuses on personal coaching breaking the role into areas such as the trainer as coach mentor consultant etc complete with detailed appendices that include checklists and surveys evaluation forms recommended reading and useful website addresses it is the perfect tool for beginners and those who want to lead in the field of training and development

a book packed with information and practical tips for anyone who wants to work as a trainer or teacher with adults or for any trainer who wishes to improve his or her skills it does not matter what the subject area is you are training in all the information and tips will apply the book contains a few theories around training and that helps you feel better equipped and more knowledgeable but the main focus is on the practicalities and practice that allow you to run your training sessions smoothly and efficiently your participants will be contented and therefore better able to learn the book covers a wide range of helpful and practical topics including sections on what makes a good trainer basic planning and training techniques icebreaker exercises starting with impact setting up and running exercises facilitating training sessions organising and running discussions using visual

aids dealing with difficult participants and evaluating the training and the learning a must have book for all trainers seeking personal and professional improvement

this highly accessible comprehensive resource shares the passions and key lessons from an all star cast of respected training professionals the authors covers a range of training topics from designing writing delivering measuring and managing training to developing business acumen they have divided the book into five sections designing training delivering training workforce performance and learning measurement and evaluation and professional development including over 60 articles as well as additional resources on a special site helpful checklists case studies and assessments throughout and an easily customizable cd the trainer s portable mentor is ideal for anyone new to the field of training and development as well as veterans looking for succinct practical nuggets they can put to use right away

teaches you how to prepare deliver evaluate and fine tune presentations features checklists sample forms and lists of essential training resources

written specifically for managers supervisors and trainers who need to communicate new knowledge and skills to people how to be an effective trainer provides a solid framework for maximising your training proficiency skills such as formulating session plans computer based learning and behaviour modeling are all covered as well as advanced learning techniques

develop top notch trainers for 1000s less rather than spend thousands for off site workshops smart companies rely on how to train the trainer by leslie rae this hands on tool delivers all the practical materials you need to create your own train the trainer program you get 32 lesson plans overhead transparency masters reproducible participant handouts activity briefs and more everything you need to create a half day session or a complete two week seminar each lesson plan packed into this money saving training tool is totally flexible and can be used effectively in any setting corporate industry government use it to teach such basic training skills as role playing communication listening observation and feedback validation evaluation and action planning and more it s the perfect cost saving

solution for busy managers who must take on occasional training responsibilities

your complete collection of hands on training resources from expert jean barbazette at a reduced price whether you are a practical guidance trainer course designer training manager or training coordinator this series will help propel your career to the next level books include managing the training function for bottom line results barbazette's newest book helps to assess clarify and develop ten key activities of the training function it is a must have reference tool and a practical survival guide for workplace learning professionals the art of great training delivery strategies tools and tactics designed to help trainers move their training and facilitation skills to the next level of performance training needs assessment methods tools and techniques teaches the new and emerging trainer a step by step approach to successful training needs analysis and the trainer's journey to competence tools assessments and models defines and describes the competencies required for success in many early career roles in training instant case studies how to design adapt and use case studies in training contains over 70 case studies to use instantly or modify to meet specific learning needs

inspirational trainer is intended to provide readers with both the tools and the attitude to be confident in trying new approaches in their training simple powerful techniques are offered that will develop both the trainers and trainee

the changing world of the trainer considers how the human resource development professional should undertake his or her role in today's organization it offers a new framework which reflects the business reality of the modern world this practical work proceeds through a series of tools checklists questionnaires and instruments and presents an extensive series of illustrative case studies drawn from organizations throughout the world the book argues that the problems that trainers face are fundamentally the same their objective is to put a process in place to ensure that employees are able to acquire the knowledge and skill required by the organization the acquisition of individual and collective knowledge and skills is not the primary purpose of the organization skills are a means to the end of profitability and service delivery hence training is a derived or secondary activity in the world economy a global model of human resource development is emerging in one form or

another organizations are seeking to develop what are known as high performance working practices what the customer requires drives business processes staff must be recruited retained and motivated effective learning training and development is now essential this does not mean the end of the traditional off the job training course there are many occasions and these are illustrated within the book when a training course delivered by a subject matter expert is an effective way of promoting the organization s objectives through individual learning however it is increasingly evident that the range of interventions undertaken by the trainer extends far beyond the design and delivery of the training course there has been a huge increase in coaching and in ways of promoting group learning action learning is undergoing a resurgence generally there has been a growth of non directive forms of intervention a shift in emphasis from instruction to the facilitation of the learning process many practitioners are proceeding effectively to redefine their roles in a variety of different ways however it is now time to offer a formal expression of the new training and learning role martyn sloman is highly respected internationally within the field of learning and development with experience as a practitioner in the public private and voluntary sectors

every trainer s handbook second edition is a practical guide that takes the reader through a step by step process of planning organizing and delivering an effective training program it offers concrete suggestions and guidelines to trainers for enhancing their knowledge and competencies while simultaneously engaging them in a substantive discussion on various concepts theories and issues related to training

every training program is an opportunity to make a difference into someone s life trainers have a task at hand to facilitate organizational objectives enhance individual s effectiveness develop their skills to advance their careers and boost their organizations bottom lines when you experience a workshop of a dynamic trainer the learning feels effortless all the concepts are presented in a distilled easy to understand format and participants look forward to more what makes the training program successful and effective how to conduct a memorable workshop some training programs are being remembered by participants after so many years while some are forgotten in a jiffy according to training magazine organizations spend anything between 1 075 to 1 886 in usa alone for training on

each employee annually according to a study the global learning and development industry poised to grow to about 125 billion do we have enough skilled and effective trainers to cater to this huge opportunity trainers who consistently deliver real value helping trainees learn new skills and adapt to changing situations get noticed by everyone this book will provide you with a comprehensive set of guidelines on all aspects of conducting a memorable and effective training program the exercises presented in this book will ensure that you as a trainer are equipped with all the tools and skills needed to deliver a great training program this book will help you understand the trainers tool kit competencies required to be an effective trainer to appreciate the learning and teaching styles how to structure the training program delivery steps to follow in pre training stage during training and after training stage effective media handling and colour commentary to be used in training delivery use presentation skills verbal and non verbal to make training delivery impactful and effective understand training needs of a given audience learn to assess the effectiveness of training modify training as per feedback and needs of the audience differentiate between teaching and training describe the stages in an effective training methodology distinguish between desirable and undesirable behaviors in training know how to deal with difficult behaviors in the classroom free tool to understand your training style

this book has more ideas on how to add involvement in learning than any one trainer could ever use your students and workshop participants will increase their understanding and retention when you design training activities using the winning trainer this updated and expanded edition is richer than ever before it provides more than 100 ready made handouts learning instruments and worksheets all you do is photocopy numerous examples model dialogues and sample answers hundreds of exercises games puzzles role plays icebreakers and other group in action techniques samples of each technique and ways to effectively use them advice on subjects such as unwilling participants use of the outdoors breaks program endings and storytelling significant new additions to the book include materials on the following topics new easier to accomplish approaches to evaluation roe return on expectations and customer satisfaction as a business indicator a methodology to secure group feedback at the end of the program concerning the trainer facilitator s role and participation in the course an instrument for the early screening of likely obstacles when

transferring training added techniques to ensure that training transfers to the job a demonstration of how to conduct a quick assessment of needs when under pressure to do so keys to successful training in other cultures several new instruments including how to assess one's prowess as a facilitator how to assess trust in a team and how to measure one's creativity quotient two new chapters have been added to treat new material on intelligence and learning principles of adult learning and distance learning in addition numerous new group in action techniques and conceptual materials have been added to the existing chapters this is the one stop source book every trainer needs

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