

Train The Trainer Facilitators Guide Pfeiffer

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this is the thoroughly revised and updated edition of the best selling the facilitator excellence handbook written for both new and experienced facilitators the second edition of the facilitator excellence handbook offers a comprehensive guide for understanding the full range of skills processes and knowledge needed to become an effective facilitator the book addresses a variety of facilitation opportunities challenges and problems and also contains a variety of verbal and nonverbal facilitation techniques step by step facilitation processes and tools information on how to facilitate conflict resolution in groups and how to facilitate difficult situations instructions for designing and leading group work examples of how various levels of facilitator competency are called for in different types of groups

techniques for facilitating meetings teams virtual teams and organization wide projects discussions on the art of facilitating and what makes a great facilitator

a gold mine a masterful work that will advance the professionalism of our field significantly malcolm s knowles this book is a learning guide and storehouse of information for new and experienced trainers alike you get 1 a step by step guide for planning your professional development 2 an extensive catalogue of learning resources and 3 a concise encyclopedia of hrd and od all in one incredible source use this training masterpiece to chart your hrd career assess your learning style choose a mentor build a training network select other hrd resources define the essential terms and theories of hrd and od and much more malcolm s knowles called this collection a bonanza you ll agree get your copy today

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