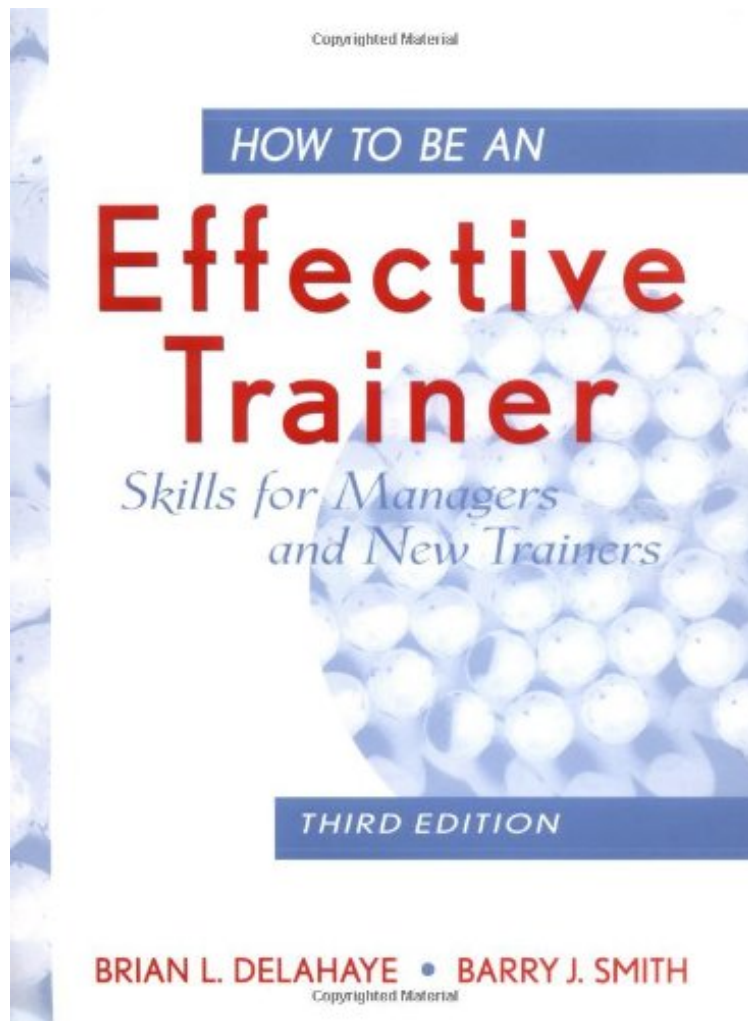


(Download ebook) How to Be an Effective Trainer: Skills for Managers and New Trainers

How to Be an Effective Trainer: Skills for Managers and New Trainers

Brian L. Delahaye, Barry J. Smith
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Brian L. Delahaye, Barry J. Smith : How to Be an Effective Trainer: Skills for Managers and New Trainers before purchasing it in order to gauge whether or not it would be worth my time, and all praised How to Be an Effective Trainer: Skills for Managers and New Trainers:

0 of 0 people found the following review helpful. Out dated By JC Product was out dated. The write up on the product was close to what was delivered. Could not use it for my class but made do without a book. 5 of 5 people found the following review helpful. A manual for trainers that really is practical! By Brian A Cooney For new trainers, experienced trainers and managers of training, this book is invaluable. As a full-time adult training specialist for almost twenty years, I have read many books on the subject, and this is the one I always recommend. The authors have

managed to include the important theory on how adults learn best, without getting boring, and then use this theory to support many practical techniques for trainers to use, so you know what will work, and why. Occasional trainers and new full-time trainers will find all the basics, experienced trainers will find ways of improving or varying techniques, managers will find ways of supporting the training process. Topics include Learning Principles, Training Needs Analysis, Leading Discussions, Questions, Case Studies, Training Aids, Computer-Based Training, Marketing Training and many more. 0 of 1 people found the following review helpful. very disappointing
By L. Sylvie
After reading this book I felt very disappointed as I really did not learn anything on how to be an effective trainer. I would not recommend this book to anyone not wanting to waste their time.

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.

From the Back Cover
Train yourself to effectively train others. 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 developing and maximizing your training proficiency. Now thoroughly revised and expanded, this single-volume resource offers a complete step-by-step program to take you from the basics through the very latest developments in the field. *How to Be an Effective Trainer, Third Edition* introduces key training skills such as conducting on-the-job training, formulating session plans, and drafting objectives and then provides easy-to-follow guidelines for putting them smoothly into action. You'll also learn how to use a wide range of more advanced learning techniques, from computer-based learning (CBL) and structured diary analysis to programmed instruction and behavior modeling. Among the highlights of this all-new edition, you'll find: A new chapter on supervisory and management development An updated segment on Career Development New material on how to structure question-and-answer sessions plus follow-up techniques Expanded coverage of the importance of role play, including the use of feedback sheets New perspectives on adventure learning, learning organizations, and reflection as a training technique Up-to-the-minute information on the impact of new technology, including computer-based training and new display and overhead projection methods. More than just a how-to manual, *How to Be an Effective Trainer, Third Edition* contains all the essentials for both the novice and the more experienced trainer. With helpful checklists, quizzes, and end-of-chapter reviews throughout, it gives you the tools you need to hone your ability to design effective training programs.
About the Author
BRIAN L. DELAHAYE is an associate professor at the School of Professional Studies at the Queensland University of Technology in Brisbane, Australia. BARRY J. SMITH is a psychologist and counselor. He was formerly a senior lecturer in human resource management at the Queensland University of Technology.