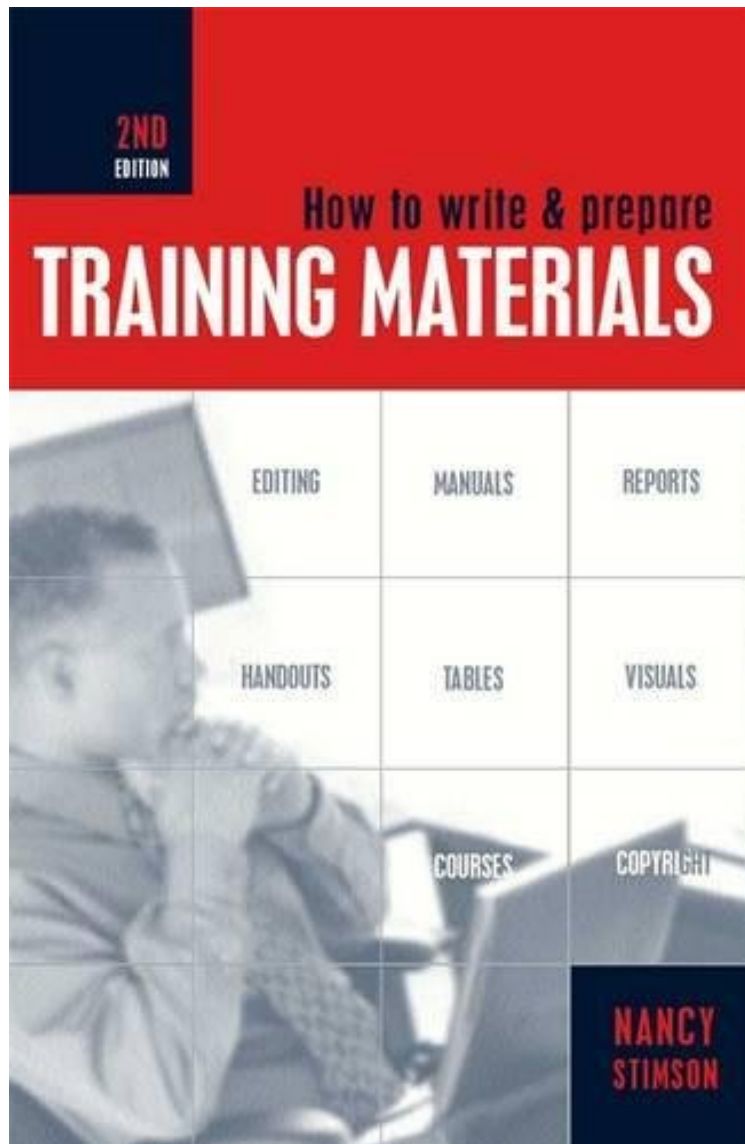


(Free read ebook) How to Write and Prepare Training Materials

How to Write and Prepare Training Materials

Nancy Stimson

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This handbook is packed with highly practical advice to help trainers ensure their training materials are as effective as possible. Clearly explaining the essential techniques to employ when writing and preparing all types of training materials - whether handouts, reports, structured courses or material for use online - the book gives proven tips for improvement. Covering all aspects of the written word relating to training, the book covers: Manuals, Forms and Questionnaires, Course Notes and Handouts: Course Visuals: Self-learning Texts, Reports, Memos and Minutes, Tables and Charts and also has helpful information on copyright issues, data protection implications, editing and punctuation.

"Written by training and human resources professional, Nancy Stimson, and now updated and expanded in its second edition, (this book) continues to be an indispensable, core reference and guide expressly written for managers and training seeking to maximize communication and understanding. With a wealth of useful information on copyright matters, data protection, basic editing and punctuation, tables and visuals and much more, "How to Write and Prepare Training Materials" is a superbly presented and highly recommended reference for anyone charged with the responsibility of creating effective educational aids for any business of any size of scope." -- Bookwatch

About the Author Nancy Stimson is an experienced training and HR professional who has worked both as a freelance consultant and as a training and HR manager for various blue-chip organizations. Other books she has written include *Coaching Your Employees* (also published by Kogan Page). Excerpt. Reprinted by permission. All rights reserved.

Part 1 -- Writing Basics

1. Writing to be Read Summary; Writers need to be read; Readers and objectives; Planning; Structure
2. Choosing your Words Summary; Writer's block; Finding the 'right' word; KISS; Useful guidelines; FOG Index
3. Presenting your Material Summary; How much does presentation matter?; Considerations for your presentation
4. Editing and Revision Summary; First review level

Part 2 -- What Trainers Write

5. Job Descriptions, Performance Standards, Performance Objectives and Competency Descriptions Summary; Job descriptions; Performance standards; Performance objectives; Competency descriptions
6. Procedures, Job Aids and Manuals Summary; Procedures; Job aids; Manuals
7. Forms and Questionnaires Summary; Forms; Questionnaires; Attitude surveys; Tests
8. Course Notes Summary; Joining instructions; Trainer's notes; Trainer's review of the course
9. Course Visuals Summary; Rule 1 -- KISS (Keep it short and simple); Rule 2 -- PUP (Please use pictures); Rule 3 -- Use colour; Overhead transparencies; PC slides; 35mm slides; Other visual aids
10. Course Handouts Summary; Ready-made handouts; Do-it-yourself; Combination approach
11. Course Exercises Summary; Are exercises the easy option?; Identify objective; Outline problem; Devise solution; Prepare instructions; Dry-run exercise; Main types of exercises; Other exercises
12. Self-learning Texts Summary; What are self-learning texts?; Why should you write self-learning texts?; Specific objectives; Features of self-learning texts; Computer-based self-learning materials; Dry-running the material
13. Web Sites Summary; Why bother about a Web site?; What to include; Planning the site structure; Drafting the content; E-learning programmes; Course-booking and record-keeping systems; Maintaining your site
14. Reports, Letters, Memos, E-mails and Minutes Summary; Reports; Letters; Memos; E-mails; Minutes; Standard templates

Part 3 -- For Reference... and Interest

15. Source Material Summary; Sources; People; Paper; Information on the Internet
16. Legalities Summary; Disclaimer; What is copyright?; What works are protected by copyright?; What can you not do?; Exceptions; Permission to copy or publish; Data protection
17. Grammar, Punctuation and Spelling Summary; 'Grammar is bunk' -- but is it?; Grammar -- points to consider; Does punctuation matter?; Spelling rules; US spellings; Conclusion
18. Tables and Charts Summary; Tables; Line graphs; Bar and column charts; Pie charts; Organization charts; Flowcharts; Decision trees; Chart packages
19. Using Technology Summary; Word processing; Spreadsheet packages; Presentation packages; DTP; Graphics and picture editing packages; Computer networks

Appendix 1 Further reading Writing; Training materials

Appendix 2 Useful Web Sites

Appendix 3 Information Services