

<<培训提升职业的艺术>>

图书基本信息

书名：<<培训提升职业的艺术>>

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内容概要

The Art of Great Training Delivery is designed to help trainers move their training and facilitation skills to the next level of performance. Written by Jean Barbazette--an expert in the field of training and development--this vital resource is filled with down-to-earth advice and illustrative examples for selecting and using a variety of training methods. Her advice helps trainers create the best learning experience that will improve learner retention. The book covers a wealth of topics including how to use case studies, conduct inventories, exercises, games, and simulations, facilitate role plays, as well as conduct effective and safe demonstrations and administer tests. The Art of Great Training Delivery is a volume in The Skilled Trainer series. Praise for The Art of Great Training Delivery

"What a gift to the training profession! Once again Jean has packaged valuable tips, tools, and techniques to make every trainer's life easier and more complete. From setting a learning climate to administering tests; selecting an icebreaker to completing follow-up; how to facilitate case studies and role plays; enhancing your training style--it's all here! Add a CD for good measure and you have a bundle of brilliant basics--you'll wonder how you ever lived without them!"--Elaine Biech, ebb associates inc, author, Training for Dummies and The Business of Consulting

"The Art of Great Training Delivery is a complete guide for training success. Jean not only covers all the bases but provides nuggets of training wisdom that will last an entire career. An invaluable resource for new and veteran trainers!"--Mel Silberman, Ph.D., author, Training the Active Training Way and Active Training

"Perfect for anyone who wants a detailed, analytical approach to training--with enough tools and examples to make the concepts applicable to any training program. Written for both the new as well as experienced trainer, there is something for everyone in this thoroughly documented and researched book."--Sharon Bowman, author, The Ten-Minute Trainer

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书籍目录

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