

<<2006 Pfeiffor手册 (全二册) >>

图书基本信息

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作者：Elaine Biech 著

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内容概要

Shifting work patterns . constant organizational change , and a continually increasing demand for new knowledge . challenges even the most experienced training professional . Under these conditions , proven , ready—to—use resources are immensely useful . None more so than The 2006 Pfeiffer Annual : Training . which provides instant access to a wealth of knowledge about training and development , and proven tools that can be put to use with a minimum of preparation . The book is divided into four sections : Experiential Learning Activities (ELAs) ; Inventories . Questionnaires . and Surveys ; Articles and Discussion Resources ; and Editor's Choice . All the material can be freely reproduced for training purposes . ELAs are the mainstay of the Annual and cover a broad range of training topics . The activities are presented as complete and ready-to-use training designs ; facilitator instructions and all necessary handouts and participant materials are included . The instrument section introduces reliable survey and assessment tools for gathering and sharing data on aspects of personal awareness . performance or team development . The articles section presents the best current thinking about training and professional development . Use these for your own professional development or as lecture resources within your trainings . The depth and breadth of available resources—new content is added to the Annual each year—ensures a steady stream of contemporary knowledge and tools . Use the Annual to keep on top of developments within the training and HR profession : dip into the content for an activity or instrument that targets a specific performance problem ; combine activities to instantly create an entire development program : or learn how others in the profession are tackling the ever-increasing challenges of building and developing a capable and productive workforce .

作者简介 : Elaine Biech is the author of more than a dozen articles and books, including *The Business of Consulting, Marketing and Selling Your Consulting Services*, and *The Consultant's Quick Start Guide*, all published by Pfeiffer. Her most recent book is *Training 'or Dummies*. She is president and managing principal of ebb associates inc and has consulted to a diverse range of industries including health care institutions, insurance, banking, sipbuilding, manufacturing, government, and nonprofit organizations.

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