Practitioner's Guide to Training and Development

Filesize: 6.75 MB

Reviews

Complete information for publication enthusiasts. I have go through and that i am confident that i will gonna go through once more again in the future. Its been printed in an exceptionally basic way and is particularly just following i finished reading through this book by which basically altered me, alter the way i really believe.

(Angela Kuhn)

PRACTITIONER'S GUIDE TO TRAINING AND DEVELOPMENT

Ane Books, 2015. Hardcover. Book Condition: New. Dust Jacket Condition: New. 1st Edition. Contents: I: Context for practitioners. 1. Context for training and development (T&D). 2. Cycle of training. 3. Contexts for T&D professional. 4. Principles of learning. 5. Learning cycle. 6. Learning style. Part II: Training Need Analysis and Training Design. 7. Overview. 8. Structured approach to need analysis. 9. Translating need analysis to design. 10. Designing for transfer of training. 11. Training contexts. Part III: Training Methodologies. 12. Facilitator led training. 13. Experiential learning. 14. Role-play. 15. Case study. 16. Group activities. 17. Self-paced learning. 18. On-the-Job training. 19. Psychometric instruments. 20. Coaching. 21. Mentoring. 22. Demonstrations. 23. Development centres. 24. Simulation. 25. Weaving methodologies into design. 26. Behavioural skills training. 27. Conceptual frameworks in behavioral skillsTraububg. 28. Techanical/Functional training. Part IV: Facilitation. 29. Functional Competencies. 30. Communication Skills. 31. Listening Skills. 32. Written Communication. 33. Managing Conflicts. 34. Flexibility. 35. Process skills. 36. Facilitation styles. 37. Managing difficult participants. 38. Co-facilitation. Part V: Evaluation of Training. 39. Designing for evaluation. 40. Purpose of evaluation. 41. Cycle of evaluation. 42. Model of evaluation. 43. Stakeholders. 44. Measurement. Part VI: Trends in Training. 45. Changing waves. 46. Use of audio visual. 47. Role of technology in training. 48. Computer based training. 49. e-Learning. 50. Mobile learning. 51. Evaluation/assessments. 52. Blended learning. 53. Collaborative learning. 54. Knowledge management systems. 55. Learning management systems. 56. Social networking and learning. Annexure. This book provides students of MBA programmes and practitioners in the training and development field with conceptual inputs and practical application for design, delivery and evaluation of programmes. It provides an integrated view of the entire training cycle. It contains practical examples and templates to facilitate quick application Combining conceptual framework with practical application provides the following for the reader: 1....

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