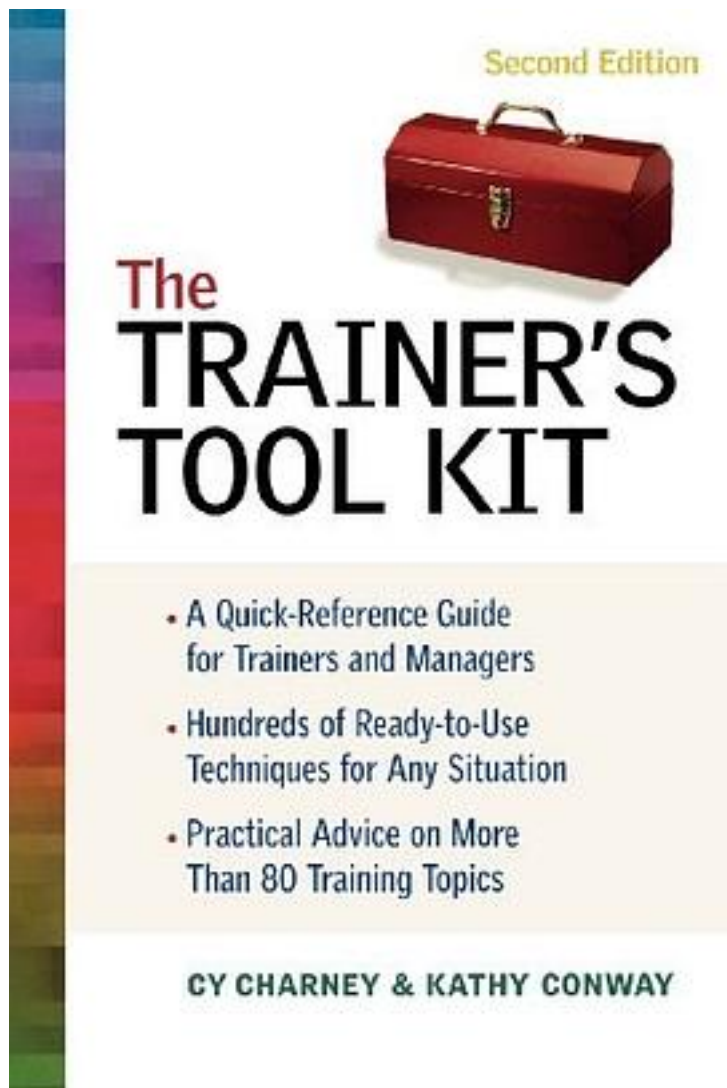


The TRAINERS TOOL KIT



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"The Trainer's Tool Kit" has long been a valued guide for trainers and managers in need of a quick refresher. Now completely updated with hundreds of ready-to-use techniques, the book is still the perfect resource for new trainers, managers who are suddenly asked to train, and training professionals in need of a quick refresher. Comprehensive and arranged in an easy-reference format, "The Trainer's Tool Kit, Second Edition", supplies instant guidance specifically designed to make any training task easier and more efficient. The book gives you concise, easy-to-digest nuggets of information you can put to use even at a moment's notice. You'll find here's - how-to-do-it information on need-to-know training topics including: the principles of learning; budgeting for training; when to use case studies; handling difficult participants; icebreakers; facilitation tips; flipchart do's and don'ts; learning contracts; overcoming resistance; and rewards and recognition. Now even easier to use, completely updated, and containing all the practical information included in the first edition, the book also includes expanded coverage of retention programs such as mentoring and career and succession planning. Taking a fresh look at a broad range of ideas, "The Trainer's Tool Kit, Second Edition", shows how to achieve significant performance improvements through effective training."

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