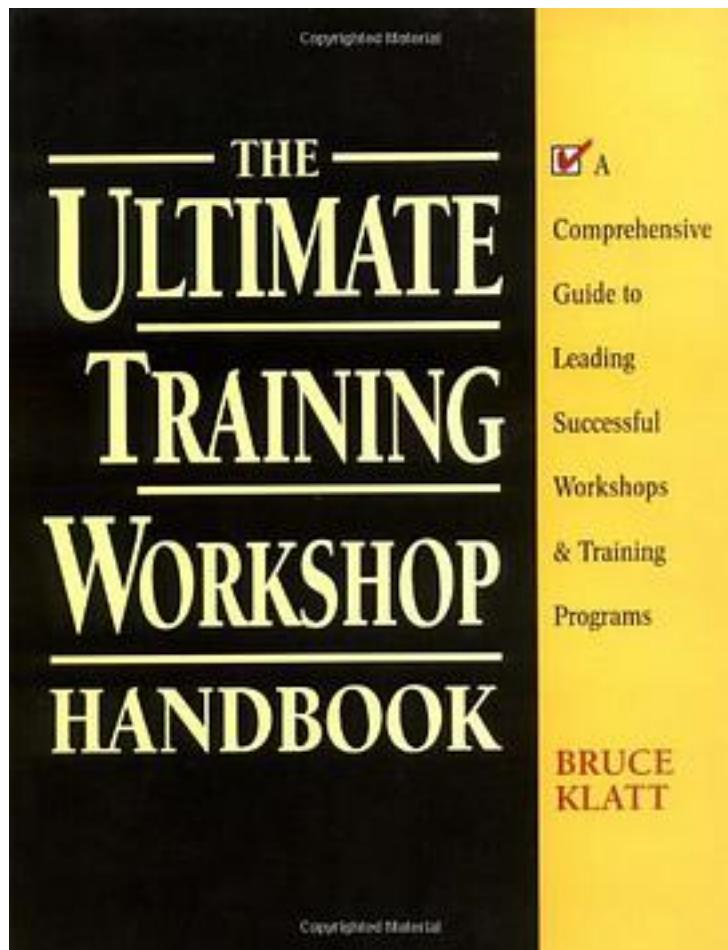


The Ultimate Training Workshop Handbook



[The Ultimate Training Workshop Handbook 下载链接1](#)

著者:Klatt, Bruce

出版者:McGraw-Hill Trade

出版时间:1999-1

装帧:Pap

isbn:9780070382015

An amazing reference covering every aspect of leading a training program or workshop - Bruce Klatt's "The Ultimate Training Workshop Handbook" was written for those who want to excel as trainers, and to offer maximum value both to client/employers and

workshop participants. Focusing on success in front of the group and based on Latt's 25 years of experience, this comprehensive guide takes you from the contracting stage through evaluating results. It shows you prepare yourself and your clients, and how to construct the workshop. You'll discover how to: contract with clients, participants, and yourself to ensure agreement on purpose and goals; develop high-energy, participant-oriented workshops using state-of-the-art methods, models, and techniques; use natural learning and deep learning techniques, visual aids, and other important training tools; get workshops started with energy and enthusiasm; lead exercises, simulations, and subgroup activities; use humor; and develop methods or staying on track or changing the workshop design mid-stream; manage participation problems such as under-, over-, and aggressive participation; reinforce, evaluate, and follow up on training program and workshop success. Whether you're developing a new workshop based on your special expertise, polishing existing workshop skills, or recharging years of training experience, this comprehensive, skill-tip-filled guide delivers not just training theory but techniques that work. The "Ultimate Training Workshop Handbook" is the most complete, thoughtful, and useful manual on training workshops ever published.

作者介绍:

目录:

[The Ultimate Training Workshop Handbook_下载链接1](#)

标签

评论

一个歪果仁借给老板的，在归期前蹭着啃完了。有经验的前辈手把手。要慢慢吸收，有必要时得买来重读。

[The Ultimate Training Workshop Handbook_下载链接1](#)

书评

[The Ultimate Training Workshop Handbook_下载链接1](#)