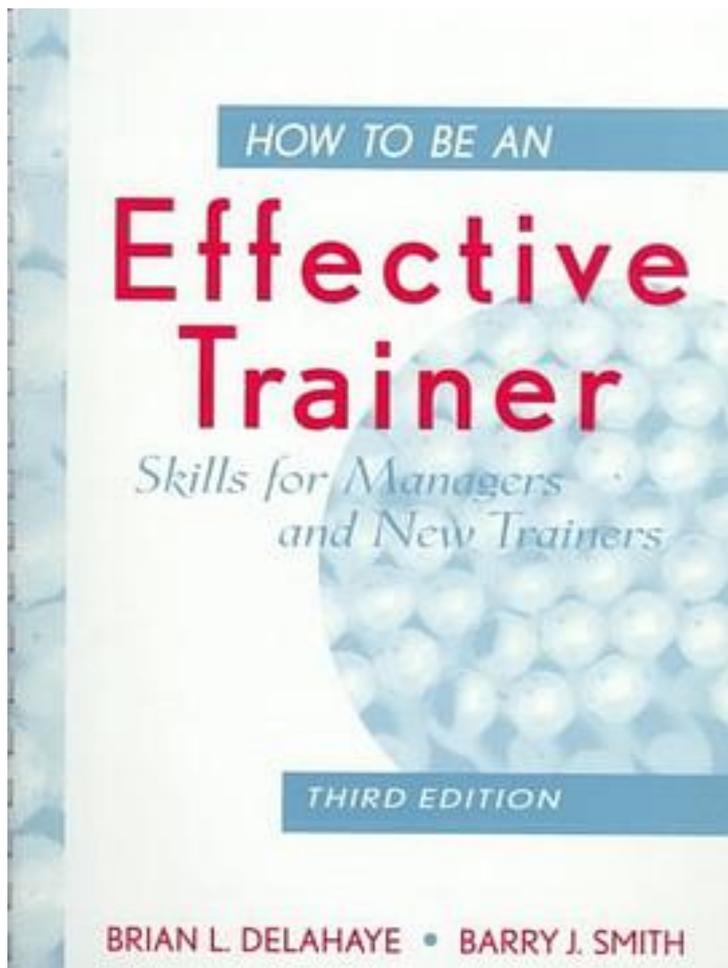


How to Be an Effective Trainer



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出版者:Wiley

出版时间:1998-02-18

装帧:Plastic Comb

isbn:9780471183754

Train yourself to effectively train others.

Written specifically for managers, supervisors, and trainers who need to communicate new knowledge and skills to people, *How to Be an Effective Trainer* provides a solid framework for developing—and maximizing—your training proficiency. Now thoroughly revised and expanded, this single-volume resource offers a complete step-by-step program to take you from the basics through the very latest developments in the field.

How to Be an Effective Trainer, Third Edition introduces key training skills—such as conducting on-the-job training, formulating session plans, and drafting objectives—and then provides easy-to-follow guidelines for putting them smoothly into action. You'll also learn how to use a wide range of more advanced learning techniques, from computer-based learning (CBL) and structured diary analysis to programmed instruction and behavior modeling. Among the highlights of this all-new edition, you'll find:

A new chapter on supervisory and management development

An updated segment on Career Development Review

New material on how to structure question-and-answer sessions—plus follow-up techniques

Expanded coverage of the importance of role play, including the use of feedback sheets

New perspectives on adventure learning, learning organizations, and reflection as a training technique

Up-to-the-minute information on the impact of new technology, including computer-based training and new display and overhead projection methods.

More than just a how-to manual, *How to Be an Effective Trainer*, Third Edition contains all the essentials for both the novice and the more experienced trainer. With helpful checklists, quizzes, and end-of-chapter reviews throughout, it gives you the tools you need to hone your ability to design effective training programs.

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