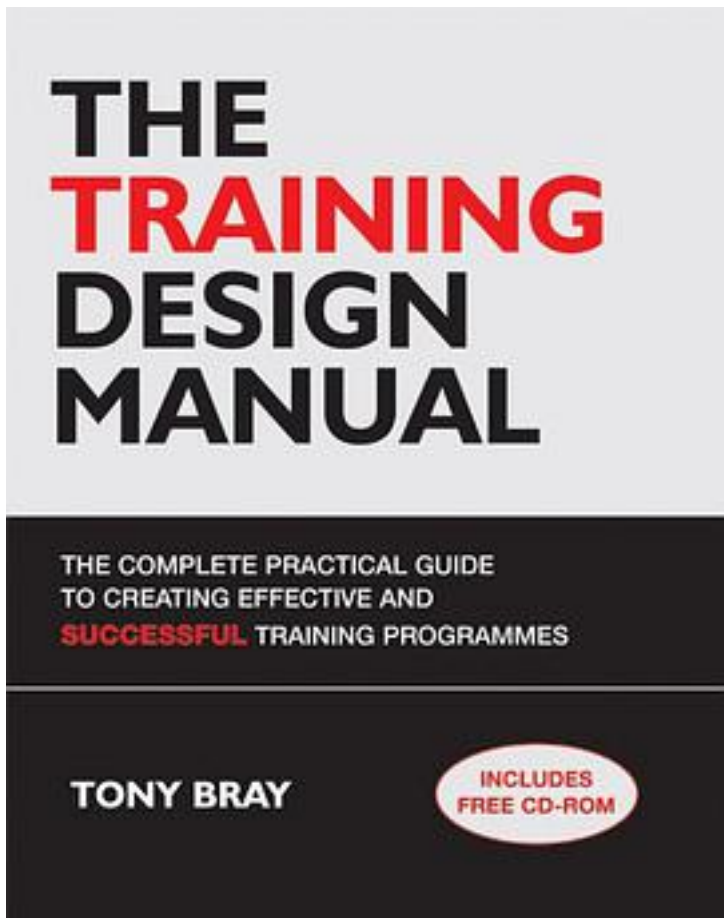# The Training Design Manual

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No matter how training is delivered, at some stage someone will have had to sit down and plan what will be done, the order it's to be done in and exactly how it's to be delivered. This workbook and CD-Rom provides a one-stop reference manual to designing and delivering a successful training course. Written in a practical and

user-friendly style, "The Training Design Manual" provides both theory and practical exercises and guides the reader through the total design process from start to finish. Activity sections are included requiring readers to complete specific tasks which build towards a complete course design. Examples of materials and course peripherals are also included. Theory and concepts are followed by practical application and a blend of text and graphics appeals to a wide range of learning styles. A CD-Rom includes templates, activities and course materials.

作者介绍:

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