Triathlon Training Basics

Adult Learning Basics, 2nd EditionInformal Learning BasicsTrainer BasicsJob Aids Basics, 2nd EditionPresentation BasicsOrganization Development BasicsReturn on Investment (ROI) BasicsCommunication BasicsChange BasicsEvaluation Basics, 2nd EditionTraining Design Basics, 2nd EditionTraining FundamentalsBack to BasicsTechnical Training Basics, 2nd EdThe National Guide to Educational Credit for Training Programs 2002Designing and Developing Training ProgramsDelivering Training WorkshopsGuide to Teleconferencing and Distance LearningTraining and Development JournalComputer Design William J. Rothwell Saul Carliner George M. Piskurich Joe Willmore Robert J. Rosania Lisa Haneberg Patricia Pulliam Phillips Judy Jenings Linda Russell Donald V. McCain Saul Carliner Janis Fisher Chan Sarah Wakefield (Ace) American Council on Education Janis Fisher Chan Janis Fisher Chan Patrick S. Portway

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everything you need to know to get started as an adult learning professional instructing adults is dramatically different from teaching children and the effectiveness of training programs is often dictated by how well they apply the principles of adult learning enhance your programs with the latest research into how adults learn remember and apply knowledge and skills adult learning basics examines the principles of adult learning theory and how they relate to the training function by addressing individual learning competencies organizational learning climate and technology related issues this new edition features the latest research on generational trends microlearning and other td breakthroughs exercises at the end of each chapter help you apply the science and theory to your real talent development challenges elevate your practice with this thorough guide and keep it as an indispensable resource

informal learning basics provides training and development professionals with guidance and practical lessons on harnessing the vast potential of informal learning in their organizations while formal training has been the focus of many corporate training programs for the past century or more much of the actual knowledge and many of the skills workers use in performing their jobs are nonetheless developed informally informal learning basics will assist you in recognizing and utilizing the informal learning possibilities in your company and will show you how to create a framework of highly cost effective training opportunities and a culture in which your employees are able to learn and grow in an efficient and unobtrusive way in addition to providing an in depth

study of the concepts of informal learning informal learning basics also offers an analysis of how workers develop much of the knowledge for their jobs informally real world case examples of informal learners an examination of the nine principles which govern informal learning in the workplace suggestions on how to blend formal and informal learning in your organization descriptions of specific activities for both group and individual informal learning opportunities a discussion of the importance of support personnel in creating and maintaining effective informal learning programs an exploration of the significant role played by technology in informal learning information on the importance of providing a codified framework for informal learning in your organization a consideration of the fact that traditional approaches to evaluating training are often ineffective when evaluating informal learning and suggestions on how to best evaluate informal learning programs in an era where organizations of all shapes and sizes are increasingly focused on cutting budgets and maximizing the return on their training investment incorporating informal learning opportunities into your training programs will result in competent and knowledgeable employees and great roi for your company with its wealth of insight and information on capturing the potential of informal learning and using it to your organization s advantage informal learning basics is essential reading for every training and development professional

answers the three key questions for new trainers what does a trainer do and why how can the skills be developed quickly how does a trainer apply knowledge trainer basics provides a clear concise explanation of the training function veteran trainer george m piskurich explains the basics of instructional design adult learning needs analysis evaluation presenting and facilitation it is a great tool for training beginning practitioners and subject matter experts new to the training field

a simple effective approach to attaining learning and performance results job aids are often the most practical way to get quick performance improvement particularly in time pressured resource constrained situations not sure where to begin or even if a job aid is the right choice job aids basics will teach you everything you need to know about selecting creating and using job aids in this revised second edition author joe willmore has included new examples of how to use job aids as well as a new chapter on creating job aids for mobile devices this is in addition to his step by step guide to determining the right job aid format for any situation developing it using proven best practices and implementing it in a way that ensures people will actually use it on the job willmore also gives you an evaluation process to determine if the job aid accomplished the business objectives you set out to meet each chapter contains insightful tips and tricks to help you avoid common mistakes people make when designing a job aid there are also exercises at the end of every chapter so you can practice what you ve learned and as with all books in atd s training basics series icons will alert you to essential concepts and definitions go from novice job aid designer to expert by adding this crucial resource to your training toolkit

a step by step trainers guide for navigating presentation planning delivery and follow up presentation basics eases readers through the presentation development process providing 20 essential tips for success it addresses everything from preparation using aids and creating the right environment to improving delivery and recovering control when things go wrong

a primer on the broad field of organization development od and a foundation for understanding of the tools practices and core skills of the od practitioner organizational development basics will help trainers training managers and beginning od practitioners learn the fundamentals of influencing organizational strategy and

direction learn the basics for managing change and aligning people processes and practices for success

return on investment roi basics provides a baseline exploration of roi for both novice and experienced wlp practitioners additionally it includes a review of two essential often overlooked steps in the roi process communicating results and integrating roi into an organizations learning programs

this book takes a new look at a subject that is at the heart of all human activity communication specifically designed to help you become an effective communicator this book gives you the tools and knowledge to connect with and influence your audience whether that audience is a jam packed auditorium or three clients at an important business meeting communication basics enables you to become a think on your feet presenter who not only presents with authority but also knows how to listen to your audience effectively

a single reference source for understanding leading and managing the change process to skillfully translate vision into results change basics will enable you to skillfully introduce and manage change with an essential background on reasons for initial resistance and an analysis of possible outcomes it provides specific strategies to counter opposition and implement a change initiative in your organization

your training do they love it or live it how do training professionals show the impact their programs are making positive feedback only goes so far in confirming success and entertainment value while important isn t the truest measure of your effectiveness to find out whether your participants are applying what they ve learned on the job you need a good evaluation strategy one that connects evaluation to performance program design and bottom line value each chapter of evaluation basics focuses on a critical aspect of developing and implementing an evaluation plan for a face to face or virtual training program you ll not only learn about the methods and instruments you can use to determine the value of your program but you ll also get help effectively communicating results part of atd s training basics series the second edition of evaluation basics offers practical examples worksheets and new case studies to further your understanding

if you are designing a training program for the first time this practical book is for you part of atd s training basics series it zeroes in on how to design successful training for the face to face or virtual classroom it also serves as a guide for developing self study training programs such as online tutorials and workbooks internationally renowned workplace learning expert and educator saul carliner not only delves into the analysis and evaluation phases of training design where most books stop but also gives prominence to core competencies like materials development marketing and administration updated to reflect changes in training practices this second edition helps instructional designers hone key training skills major additions include guidance on live virtual and online tutorials completely new training programs and tips for how to adjust design practice when working under stringent conditions in this book you will learn best practices for designing and developing training programs in the real world tactics to successfully launch and run training programs you ve designed how to adjust design practices along three tiers of effort in platinum silver and bronze scenarios

training fundamentals is a no nonsense practical overview of training filled with useful information best practices and proven strategies to help both new and experienced trainers develop their skills and design and deliver training that achieves results in today s rapidly changing learning environment designed to be easy to use training

fundamentals covers a range of topics including how training helps organizations achieve their goals what characteristics and skills a trainer needs to be successful the adult learning principles that guide all successful training programs the basics of designing developing delivering and evaluating training programs guidelines for becoming a professional trainer the pfeiffer essential guides to training basics is a three volume series training fundamentals designing and developing training programs and delivering training workshops that offers new and experienced trainers a wealth of ideas information tips tools and techniques praise for training fundamentals training it sounds so simple but it s not this book provides an essential and practical foundation for designing and delivering a successful workshop it s easy to use practical and chock full of insights only a successful trainer knows barbara nelson principal of nelson communications with crisp fresh and easy to understand language chan cuts through all the jargon and provides easy to follow guidelines for becoming a pro terrence l gargiulo president makingstories net and author building business acumen for trainers and trainer s portable mentor

your essential guide to designing successful training programs if you re an experienced trainer training manager content designer or curriculum developer technical training basics will help you tackle the challenges of working with specialized complex subject matter and in partnership with subject matter experts part of atd s training basics series this complete guide describes the differences between technical and nontechnical training the principles of gathering information and arranging content for a highly technical course how to apply specific tools equipment and processes in your training and how to manage your project from designing and developing a pilot course through post course review this expanded second edition features new material that focuses on smaller performance solutions agile design the learner experience more exercises outlines worksheets checklists evaluation forms and a sample powerpoint presentation are included to further meet your technical needs

for over 25 years this guide has been the trusted source of information on over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies these programs provide educational credit to students for learning acquired in noncollegiate settings each entry in the comprehensive national guide provides bl course title as assigned by the participating organization bl location of all sites where the course is offered blduration in contact hours and days or weeks bl the period during which the credit recommendation applies bl the purpose for which the course was designed bl the abilities or competencies acquired by the student upon successful completion of the course bl the teaching methods materials equipment and major subject areas covered bl college credit recommendations offered in four categories by level of degrees and expressed in semester hours and subject area s in which credit is applicable the introductory section includes the registry of credit recommendations an ace college credit recommendation service transcript system

designing and developing training programs is filled with practical information best practices and proven strategies this book will help both new and experienced trainers design and develop training programs that achieve results for both individuals and their organizations while meeting the challenges of today s fast paced rapidly changing learning environment created to be easy to use designing and developing training programs covers a wide range of topics including how to ensure that training is needed relevant and cost effective analyze the needs and characteristics of the audience write behavioral learning select the right content and design activities that help people learn develop effective learning materials create a program evaluation

design virtual and remote training programs praise for designing and developing training programs janis fisher chan is truly a master designer having an uncanny ability to help people to truly think her book is of real service to anyone in the field of training manfred kets de vries raoul de vitry d avaucourt chaired clinical professor of leadership development and director insead global leadership centre what makes janis chan s book so exceptional is the variety of challenging content related exercises that bring the concepts up close and personal into the reader s life and work sharon bowman author training from the back of the room

pfeiffer essential guides to training basics delivering training workshops is filled with practical information best practices and proven strategies this book will help trainers no matter what their level of experience prepare and deliver effective workshops that achieve results for both individuals and their organizations while meeting the challenges of today s fast paced rapidly changing learning environment it covers a wide range of topics including planning and scheduling a workshop methods for preparing workshop participants to learn tips to help trainers increase their confidence keep participants engaged and involved how to present information clearly respond to questions and manage the group tools for measuring workshop success methods for conducting virtual workshops the pfeiffer essential guides to training basics is a three volume series training fundamentals designing and developing training programs and delivering training workshops that offers new and experienced trainers a wealth of ideas information tips tools and techniques praise for delivering training workshops here s a terrific guide to make sure you successfully teach others what you know barbara nelson principal of nelson communications janis chan guides you step by step through the process of planning and delivering training that engages participants and helps them learn sharing her vast store of practical tips and techniques sue funkhouser facilitator and organization development consultant pinwheel performance a learning tool to increase your confidence and deliver training that achieves results natasha terk president write it well

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Introduction

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Conclusion

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