

## Practitioner's Guide to Training and Development



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*It is just one of the most popular ebook. It is written in simple words and not confusing. I am just happy to tell you that this is actually the finest ebook I have ever read inside my very own existence and may be the greatest ebook for all time.*  
*(Vicky Adams)*

## PRACTITIONER'S GUIDE TO TRAINING AND DEVELOPMENT



Ane Books, 2015. Hardcover. Book Condition: New. Dust Jacket Condition: New. 1st Edition. Contents: I: Context for practitioners. 1. Context for training and development (T&D). 2. Cycle of training. 3. Contexts for T&D professional. 4. Principles of learning. 5. Learning cycle. 6. Learning style. Part II: Training Need Analysis and Training Design. 7. Overview. 8. Structured approach to need analysis. 9. Translating need analysis to design. 10. Designing for transfer of training. 11. Training contexts. Part III: Training Methodologies. 12. Facilitator led training. 13. Experiential learning. 14. Role-play. 15. Case study. 16. Group activities. 17. Self-paced learning. 18. On-the-Job training. 19. Psychometric instruments. 20. Coaching. 21. Mentoring. 22. Demonstrations. 23. Development centres. 24. Simulation. 25. Weaving methodologies into design. 26. Behavioural skills training. 27. Conceptual frameworks in behavioral skillsTraububg. 28. Technical/Functional training. Part IV: Facilitation. 29. Functional Competencies. 30. Communication Skills. 31. Listening Skills. 32. Written Communication. 33. Managing Conflicts. 34. Flexibility. 35. Process skills. 36. Facilitation styles. 37. Managing difficult participants. 38. Co-facilitation. Part V: Evaluation of Training. 39. Designing for evaluation. 40. Purpose of evaluation. 41. Cycle of evaluation. 42. Model of evaluation. 43. Stakeholders. 44. Measurement. Part VI: Trends in Training. 45. Changing waves. 46. Use of audio visual. 47. Role of technology in training. 48. Computer based training. 49. e-Learning. 50. Mobile learning. 51. Evaluation/assessments. 52. Blended learning. 53. Collaborative learning. 54. Knowledge management systems. 55. Learning management systems. 56. Social networking and learning. Annexure. This book provides students of MBA programmes and practitioners in the training and development field with conceptual inputs and practical application for design, delivery and evaluation of programmes. It provides an integrated view of the entire training cycle. It contains practical examples and templates to facilitate quick application Combining conceptual framework with practical application provides the following for the reader: 1....



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