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| 1. Record Nr. | UNINA9910451029903321 |
| Autore | Davies Eddie |
| Titolo | The Training Managers Desktop Guide [[electronic resource]] |
| Pubbl/distr/stampa | London, : Thorogood Publishing, 2007 |
| ISBN | 1-281-20522-2 1-280-17400-5 9786611205225 9786610174003 1-4237-8837-0 1-85418-405-9 |
| Descrizione fisica | 1 online resource (330 p.) |
| Disciplina | 658.3124 |
| Soggetti | Career development Employees -- Training of Training manuals Electronic books. |
| Lingua di pubblicazione | Inglese |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
| Note generali | Description based upon print version of record. |
| Nota di contenuto | Contents; 1. The training management function; 2. The training function and organisational strategy; 3. Training and the wider environment; 4. Training Needs Analysis; 5. Designing effective training - an overview; 6. Planning to meet your needs; 7. Managing training budgets; 8. Choosing the right learning opportunity; 9. Selecting the right trainer for your training department; 10. Preparing your material; 11. Writing training materials; 12. Delivering a training session: How to make an effective presentation; 13. Developing training skills; 14. On-the-job training 15. How do I evaluate the effectiveness of training?16. Continuous professional development; Are you up to date? |
| Sommario/riassunto | Training is a vital part of professional development, but how much of the time, effort and cost invested comes back in improved performance and profitability? This title explains how to develop a coherent training strategy and then how to deliver training that produces results. |

