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Nota di contenuto	TITLE -- COPYRIGHT -- ABOUT THE AUTHORS -- CONTENTS -- PREFACE -- TRAINING SURVEY -- Why Training Is Important -- REASONS WHY TRAINING IS IMPORTANT -- Training Benefits -- TRAINING IS PART OF EFFECTIVE -- TRAINING KNOW-HOW IS A MUST -- WHAT IS LEARNING? -- LEARNING AND TRAINING: MORE IMPORTANT NOW THAN EVER -- Tips for Managers -- HOW ADULTS LEARN BEST -- HOW ADULTS LEARN -- Learning Preferences -- EMPLOYEES BENEFIT FROM TRAINING -- WHEN TRAINING CAN AND CAN'T HELP -- WHEN WILL TRAINING WORK? -- Take the Training Test -- LEARN THE TRAINING BASICS -- TRAINING BASICS ARE UNIVERSAL -- ORIENTATION: START OF TRAINING -- What Is your Experience With Orientation? -- ORIENTATION PREPARATION -- Orientation Checklist -- THE FOUR STEPS OF TRAINING -- STEP 1 Define How the Job Should Be Done -- STEP 1: DEFINE HOW THE JOB SHOULD BE DONE -- Why a Position Analysis? -- SAMPLE TASK LIST -- SAMPLE TASK BREAKDOWN -- Quality Standards Test -- SAMPLE JOB DESCRIPTION* -- USES OF A JOB DESCRIPTION -- MORE ABOUT JOB DESCRIPTIONS -- STEP 2 Plan the Training -- STEP 2: PLAN THE TRAINING -- Why Proper Planning Is Required -- Training Objectives Must Be Attainable and Measureable -- SAMPLE TRAINING PLAN -- DON'T FORGET EMPLOYEES' ROLE IN TRAINING -- Trainees Play an Important Role in Training -- GROUP OR INDIVIDUAL TRAINING? -- Choose Which Type of Training -- IMPORTANT PRINCIPLES OF GROUP TRAINING -- Group Training Test -- Task Breakdowns Are Used for Training Lessons -- TRAINING LESSONS

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TRAINING -- On-the-Job Training: What You Should Know.
On-the-Job Training: Preparation -- On-the-Job Training: Presentation
-- USING VISUAL AIDS -- USING VISUAL AIDS: WHICH COMES FIRST? --
On-the-Job Training: Demonstration -- On-the-Job Training: Follow-
up -- STEP 4 Evaluate the Training -- STEP 4: EVALUATE THE TRAINING
-- Why Evaluate? -- PRINCIPLES OF TRAINING EVALUATION -- Whose
Job Is It? -- Measuring the Results -- Coaching Principles -- A PAT ON
THE BACK -- Additional Practice Activities -- TASK LIST -- TASK
BREAKDOWN -- JOB DESCRIPTION -- TRAINING LESSON -- TRAINING
REFERENCES.
