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	Titolo	The Training Managers Desktop Guide [[electronic resource]]
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	Descrizione fisica	1 online resource (330 p.)
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	Soggetti	Career development
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	Lingua di pubblicazione	Inglese
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	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.