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The Trainer's Handbook: The AMA Guide to Effective Training

Garry Mitchell

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The Trainer's Handbook: The AMA Guide to Effective Training Garry Mitchell
The American Management Association guide to effective training.

Now in its third edition, The Trainer's Handbook is the classic problem solver for experienced and novice trainers alike. It's packed with guidance for handling every aspect of training, from planning and preparation to writing lesson plans; using games, exercises, and visual aids in the classroom; selling the training function to senior management; negotiating with vendors; and assessing training results. It will help trainers:

* develop and deliver training programs that enhance on-the-job performance
* improve their own leadership and platform skills
* use technology effectively
* deal with training problems like illiteracy, reluctant (or overeager) participants, budget constraints, and more

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