



The Trainers Toolkit

By Cy Charney, Kathy Conway

Amacom, United States, 2004. Paperback. Book Condition: New. 2nd Revised edition. 229 x 150 mm. Language: English . Brand New Book ***** Print on Demand *****.The Trainer s Tool Kit has long been a valued guide for trainers and managers in need of a quick refresher. Now completely updated with hundreds of ready-to-use techniques, the book is still the perfect resource for new trainers, managers who are suddenly asked to train, and training professionals in need of a quick refresher. Comprehensive and arranged in an easy-reference format, The Trainer s Tool Kit, Second Edition, supplies instant guidance specifically designed to make any training task easier and more efficient. The book gives you concise, easy-to-digest nuggets of information you can put to use even at a moment s notice. You ll find here s-how-to-do-it information on need-to-know training topics including: * the principles of learning * budgeting for training * when to use case studies * handling difficult participants * icebreakers * facilitation tips * flipchart do s and don ts * learning contracts * overcoming resistance * rewards and recognition Now even easier to use, completely updated, and containing all the practical information included in the first edition, the book...



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