



Train the Trainer Vol 3: Training Programs (An Infoline Collection ASTD)

American Society For Training & Development

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Train the Trainer is a four-volume collection, containing the best and most popular issues about the training process--from instructional design to ethics to evaluation.

Train the Trainer volume 3 provides you with a selection of training programs to implement. The contents of this volume will get you started with facilitation and workshop skills. This volume includes the following 15 issues:

1. How to Facilitate
2. Effective Classroom Training Techniques
3. New Employee Orientation
4. Change Management
5. Be a Better Manager
6. Mentoring
7. Leading Work Teams
8. Strategic Planning 101
9. Supervisory Training
10. Call Center Training
11. Meetings That Work!
12. Control That Email!
13. How to Resolve Conflict
14. Sexual Harassment
15. Diversity Programs that Work

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