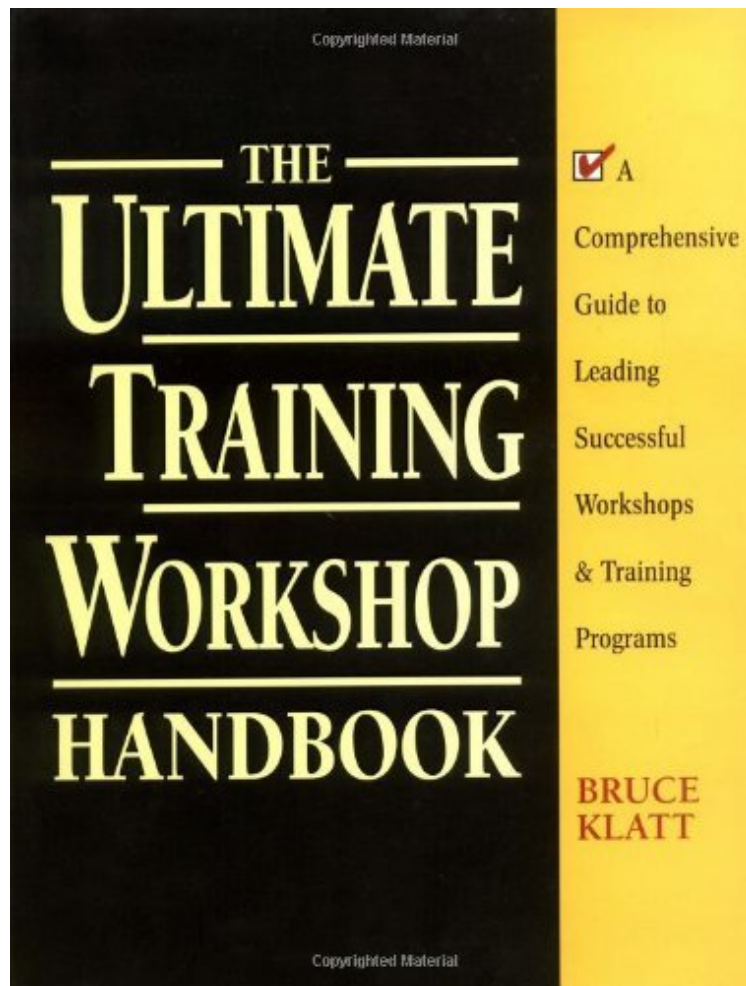


(Read now) The Ultimate Training Workshop Handbook: A Comprehensive Guide to Leading Successful Workshops and Training Programs

The Ultimate Training Workshop Handbook: A Comprehensive Guide to Leading Successful Workshops and Training Programs

Bruce Klatt

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Bruce Klatt : The Ultimate Training Workshop Handbook: A Comprehensive Guide to Leading Successful Workshops and Training Programs before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Ultimate Training Workshop Handbook: A Comprehensive Guide to Leading Successful Workshops and Training Programs:

0 of 0 people found the following review helpful. One great "phonebook" By Ken Rider There aren't many 500+ page books that I feel good about picking up, so it's not surprising that I was worried about this one, which is about the size of a phone book...no kidding! But I have to say that, size aside, it's a goldmine of information and written in a style that's practical and easy to digest, even though I'm not an expert in this area. The author (Bill Klatt) covers everything from identifying the differences between trainings and workshops, to the how to's of planning them, designing them,

delivering them and following up, including evaluating impact. This handbook is really "The ultimate 'how to' book for group leaders." While I agree with several other reviewers that a good editor could have shortened the book up a bit, I still found it to be surprisingly readable and not at all pretentious. Unlike some authors who pad their books with fluff, I think Klatt just honestly has a lot of good stuff to share and so it took him longer to say it. Fortunately, the end-of-chapter summaries are also excellent, so if you don't want to read a chapter straight through, you can skim the summary first and then go directly to the parts that most interest you. If you lead groups or are planning to, I don't think you can beat this book as a reference guide. Enjoy!

0 of 0 people found the following review helpful. because it's GOOD! He is interesting

By DrHLB Even though it's old, I still use it, because it's GOOD! He is interesting, informal, relevant and funny. I use it in a graduate Career Counseling class.

0 of 0 people found the following review helpful. Four Stars

By LCGW Very detailed book with a variety of ideas for various workshops.

Here is the most comprehensive guide to leading a training session or workshop ever published. This "soup-to-nuts" reference answers just about every question a trainer/facilitator might have about leading a successful training program, from motivating participants to measuring the results. Based on 25 years of workshop experience, the book features hundreds of professional tips and tricks, plus reproducible materials to use at every step of the training process.

From the Back Cover

An amazing reference covering every aspect of leading a training program or workshop--Bruce Klatt's *The Ultimate Training Workshop Handbook* was written for those who want to excel as trainers, and to offer maximum value both to client/employers and workshop participants. Focusing on success in front of the group and based on Klatt's 25 years of experience, this comprehensive guide takes you from the contracting stage through evaluating results. It shows you prepare yourself and your clients, and how to construct the workshop. You'll discover how to: contract with clients, participants, and yourself to ensure agreement on purpose and goals; develop high-energy, participant-oriented workshops using state-of-the-art methods, models, and techniques; use natural learning and deep learning techniques, visual aids, and other important training tools; get workshops started with energy and enthusiasm; lead exercises, simulations, and subgroup activities; use humor; and develop methods for staying on track or changing the workshop design mid-stream; manage participation problems such as under-, over-, and aggressive participation; reinforce, evaluate, and follow up on training program and workshop success. Whether you're developing a new workshop based on your special expertise, polishing existing workshop skills, or recharging years of training experience, this comprehensive, skill-filled guide delivers not just training theory but techniques that work. *The Ultimate Training Workshop Handbook* is the most complete, thoughtful, and useful manual on training workshops ever published.

About the Author

Bruce Klatt (Calgary, Canada; www.murphyklatt.com) is a senior partner in Murphy Klatt Consulting, Inc. specializing in accountability and alignment, strategic alliancing and organizational effectiveness.