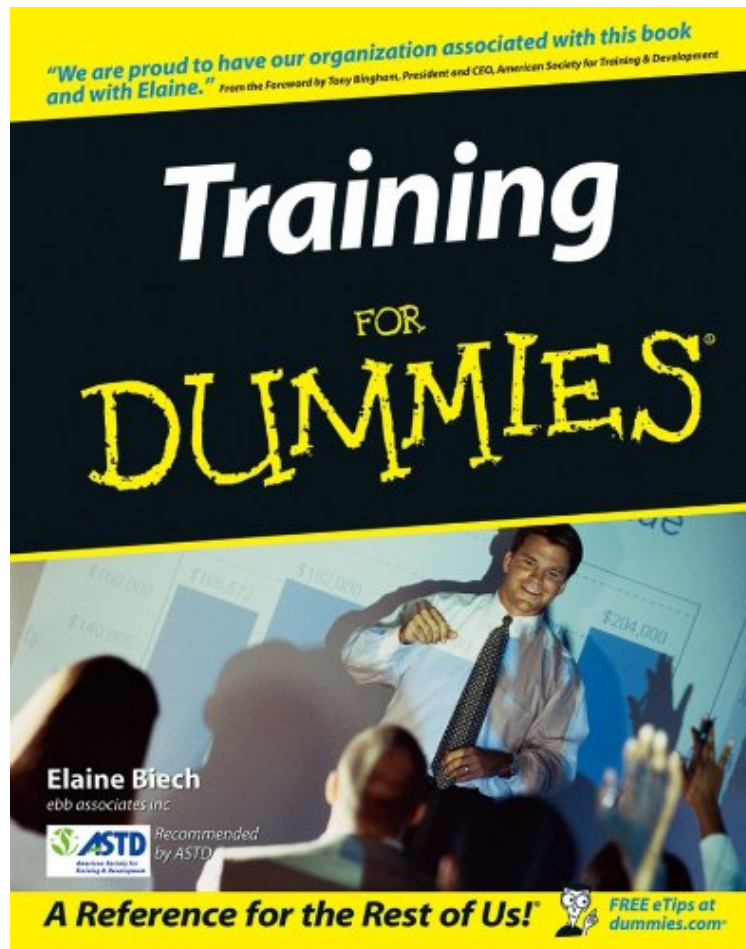


Training For Dummies

Elaine Biech

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Elaine Biech : Training For Dummies before purchasing it in order to gauge whether or not it would be worth my time, and all praised Training For Dummies:

28 of 29 people found the following review helpful. Even If You ARE Smart...By JerryPrimeTimeMost of the time, people asked to conduct a training event or to become trainers are really smart, really good at what they do, and want to help others become good also. Where the perception that these smart people are "dummies" comes is from the stupid things they do in class, in their small group demonstration sessions, conducting on the job training, or in one-on-one mentoring. It has always amazed me that otherwise smart people can be so dumb when it comes to teaching others what they know. TRAINING FOR DUMMIES comes to the rescue with a plethora of advice, helpful tools, and resources as well as a clear articulation of WHY you do something (or don't do it) when training. Using Gagne's Nine Instructional Events and other solid, research-based instructional models, TRAINING FOR DUMMIES provides anyone - from novice to experienced trainer - a clear roadmap to success as a trainer. DO NOT skim this book. Turn to the sections that fit your most pressing need (and there is a ton of them!) and read long, and read deep. Learn how to handle that challenging student as well as understand why that student may be exhibiting "dysfunctional" behaviors

when you are working so hard to help them learn. Learn how to organize your thoughts, your interactions with the trainees, and all those things that successful trainers do. It is no wonder this book is endorsed by the American Society for Training and Development (ASTD), it works! Read it before EVERY class, after every class, and keep it by your bed. At night, read a paragraph or section before you go to bed. In the morning, read it before starting your day. Keep a learning journal nearby to write down questions, insights, or the many ideas TRAINING FOR DUMMIES will inspire. This is a VERY user-friendly book. Your trainees, students, bosses, and fellow trainers will be glad you read it and use its advice! 1 of 1 people found the following review helpful. Every trainer should own this book! By ShelbyMama I have to agree with the reviewer who said: "If you could only have one of them [training books], this would be the one I would give you. If you're serious about training, it is one book you need to keep on your table instead of your shelf." I have never owned a "Dummies" book before, but I'm glad I started with this one. It is a wonderful handbook for trainers and instructional designers. In fact I bought two books when I bought this one. After reading the Dummies book, the second book felt "sketchy" in comparison. Every trainer should own this book! 1 of 1 people found the following review helpful. Helped Me Pass CompTIA's CTT+ Computer Based Test By NotInKY Trainers desiring to pass the CompTIA's CTT+ CBT will know how difficult it is to find satisfactory study materials. While I definitely don't think reading this book alone would be enough to pass the test, I found it to be MUCH more concise and easier to read than "the gold book" by Joseph Phillips. It also contained practically the info in the gold book, and, on some topics, more information than the gold book offered. This was not the only resource I used, but I believe it was a great help in passing the CTT + CBT exam.

Millions of Americans have to train others as part of their jobs. Whether you're an employee training your co-workers on a new process or skill, a volunteer asked to train new volunteers, a chef training your staff, or a paramedic giving CPR training, it's just as important to know how to teach others as it is to know what you're talking about. It doesn't matter how much you know about your subject if you can't share it with others. Fortunately, Training For Dummies offers all the nuts and bolts of training for anyone who has to educate others on any subject and in any field. It covers all the modern, interactive instructional methods and dynamic training approaches available and helps you get trainees inspired, involved, and enthused. Training For Dummies will help you: Keep it interesting so trainees learn more eagerly Master the jargon of training Use audio and visual aids effectively Prepare for the training certification process Evaluate your results and improve your tactics Elaine Biech, President and Managing Principal of Ebb Associates, Inc., and known as "the trainer's trainer" shows you all the tips and tricks of the trade. Based on her long experience as a trainer and her work for clients such as the IRS and many Fortune 500 companies, Biech helps you discover: Tips, techniques, and tidbits for enhancing your training sessions Methods that improve trainee participation Alternatives to the traditional lecture method Tactics for gauging and managing group dynamics Strategies for addressing problems in the classroom Hints for understanding and adapting to different learning styles Helpful resources and other extra material you can put to immediate use No matter what you do for a living, there will probably come a time when you have to teach others what you know. Training For Dummies cuts through the complicated jargon to present the basics of teaching and learning in straightforward, plain English so you can share your specialized knowledge with those who need it.

From the Back Cover Follow a training cycle start to finish! Use modern instructional techniques and dynamic delivery to reach and teach learners! There's a big difference between "knowing your stuff" and knowing how to teach others your stuff. Trainers have to know both. Whether you're an employee who has been tapped to train co-workers or a professional trainer who wants to hone your skills, Training For Dummies provides proven, effective tools and approaches. Discover how to Conduct needs assessments Custom design training courses Adapt for different learning styles Enhance participation and learning Prepare for the new certification procedure About the Author Elaine Biech, known as "the trainer's trainer," is President and Managing Principal of ebb associates inc, a strategic implementation, leadership development, and experiential learning consulting firm.