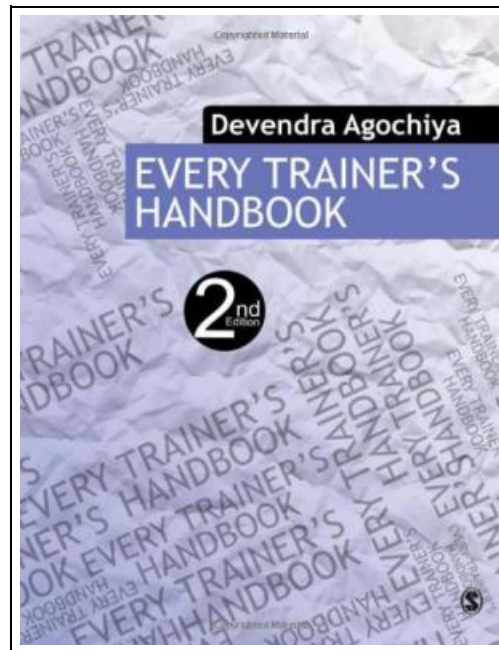


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Sage Publications, New Delhi, India, 2009. Paperback. Book Condition: New. Second Edition. Every Trainers Handbook (Second Edition) is a practical guide that takes the reader through a step-by-step process of planning, organising and delivering an effective training programme. It offers concrete suggestions and guidelines to trainers for enhancing their knowledge and competencies while simultaneously engaging them in a substantive discussion on various concepts, theories and issues related to training. This new edition of the book enlarges the scope of the previous edition. Underscoring the importance of a cohesive and synthesised approach, it brings together all interrelated aspects of the learning process. Recognising the role a trainer has to play in handling situations that arise during the training sessions, the Handbook suggests action that a trainer may take to make the training more effective and the group more responsive to training activities. An entirely new section Using Question-Response Approach for Enhancing Participation has been added to help the trainer further strengthen trainer-group and participant-participant interaction during training sessions. To ensure that training agencies derive optimum benefits from their investment in training programmes, a chapter on Contracting has been added that recommends multi-lateral contracting between different stakeholders in training. The Handbook has been prepared keeping in view the needs of training different types of groups, in different settings, regardless of the nature of the groups or the themes of the training programmes. It is aimed at training managers, instructors at various training and educational institutions, organisers of workshops and seminars, those responsible for planning training programmes, and participants. Its content as well as its reader-friendly language and style make it suitable and relevant for all levels of trainersthe experienced ones or those who are new to professional training. It is a must-read for people specialising in the fields of business and managementtraining, human resource...



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