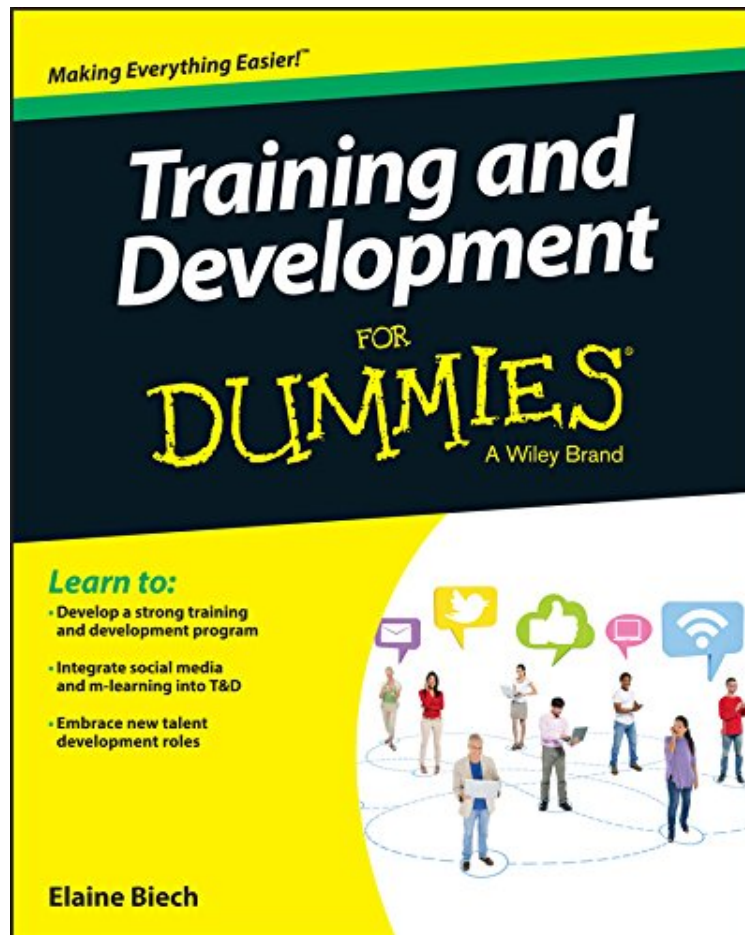


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Training and Development For Dummies

Elaine Biech

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Develop and deliver a robust employee training and development program Training and Development For Dummies gives you the tools you need to develop a strong and effective training and development program. Covering the latest in talent development, this informative guide addresses classroom, virtual, and blended learning to open up your options and help you design the program that's right for your company. You'll explore the different modes of formal learning, including social learning, m-learning, and MOOCs, and delve into the benefits and implementation of self-directed and informal learning. The discussion covers mentoring and coaching, rotational and stretch assignments, and how to align talent development with the company's needs. You'll learn how to assess employee skills, design and

deliver training, and evaluate each step of the process to achieve the goals of both the employee and the organization. Most employees have some weaknesses in their skill sets. A robust training program allows you to strengthen those skills, and a development program brings all employees up to the highest possible level of productivity and success. This book helps you create consistency in your company by developing and delivering the exact training and development program your people need. Develop a strong training and development program Foster a supportive and innovative work environment Learn about social learning, m-learning, and MOOCs Assess and evaluate your staff more effectively A great training and development program boosts performance, productivity, job satisfaction, and quality of services, while reducing costs and supervision. Investing in your employees gives an excellent ROI, as talent development is a primary driver behind both motivation and loyalty. Training and Development For Dummies shows you how to reap these benefits, with step by step guidance and essential expert insight.

From the Back Cover
Learn to: Develop a strong training and development program Integrate social media and m-learning into TD Embrace new talent development roles Build a training program that boosts employee performance
Want to make your staff not only more productive, but also more satisfied with their jobs? A top-flight training and development program enhances performance, and this book gives you the tools to design one and implement it. Use classroom, virtual, and blended learning, explore m-learning and MOOCs, align talent with the company's needs, and more!
Explore assessment — take stock of your experience and talents as a trainer and learn to assess the strengths and weaknesses of your learners
Program perfection — find out how to determine the skills most vital to your business and design a program that provides appropriate training and development
Build better employees — see how targeted development programs can improve employee productivity, quality, job satisfaction, and loyalty
Deliver differently — explore methods of social learning, m-learning, MOOCs, self-directed and informal learning, as well as traditional settings
Invest for success — learn how training and development programs help reduce costs and offer a high return on investment
Open the book and find: Bits of wisdom from numerous training experts
Checklists to determine your training skills
Basic principles of adult learning theory
Practical advice on setting up a program
Tips for improving your training techniques
The talent development model
Why a safe, comfortable environment matters
Information about trainer certification
About the Author
Elaine Biech has been in the training and consulting field for over a quarter of a century. She is President of ebb associates inc, an organizational development and custom training design firm that helps organizations work through large-scale change, and has been featured in The Wall Street Journal.