

The Facilitators Pocketbook Trainer

Facilitator's Pocketbook Trainers pocketbook Icebreakers Pocketbook Training Evaluation Pocketbook The Trainer's
Pocketbook Training course on the inpatient management of severe acute malnutrition The Mentoring
Pocketbook Presentations Pocketbook Train Your Team Yourself The Facilitator's Pocketbook Interviewer's Pocketbook Learning
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Donovan John Townsend Denis Oriot John Townsend Dorothy Spry Erik de Haan Lynne Walley Peter Hook Stewart Wright
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the facilitator training rainbow won't lead you to a pot of gold but it will enable you to decide on the most suitable approach for your next facilitation session this innovative decision making model is central to the facilitator's pocketbook a comprehensive guide covering all stages of facilitation from planning through to implementation interpersonal skills including attitudes and values and session skills including energising and problem solving are dealt with at length this second edition contains significant new material notably the addition of a detailed case study and examples of six typical facilitation sessions john and

paul provide a quick route to a practical understanding of facilitation this book should be compulsory reading for all managers handling change teresa kilmartin executive manager training development irish life assurance plc this book is the perfect illustration of what facilitation is all about making things easy reflecting on the methods skills and techniques described it is easy to understand what it takes to become a skilled facilitator read it and you will undoubtedly do it better and get better results karin priarollo director human resources novartis consumer health

a pocketful of tips and techniques for trainers teachers instructors and group leaders

the icebreakers pocketbook contains some 40 original activities that will enable trainers to add impact to their training workshops the activities are grouped together according to their suitability for particular areas of training for example assertiveness communication coaching mentoring people management teams and trainer training for each activity the authors describe the aims outcomes and relevance of the learning and provide full user instructions along with information on timing number of participants materials required necessary trainer knowledge and possible variations most of the activities take between 10 and 30 minutes to complete there are those suitable for small groups and those appropriate for any number of people a good read

the 2nd edition of the training evaluation pocketbook explains succinctly visually and with abundant informative examples how to measure training results in order to demystify the process of evaluating training events the pocketbook identifies nine possible outcomes to measure reaction to training satisfaction with the way training was organised knowledge acquisition skills improvement attitude shift behaviour change organisational results return on investment and psychological capital the book's authors are paul donovan and john townsend who have also jointly written three other titles in the pocketbook series namely facilitator's training needs analysis and transfer of learning

with international sales now exceeding 40 000 copies this best seller by john townsend takes a succinct practical approach to all aspects of structuring and delivering a training course or seminar it covers learning theory learning environment techniques for opening and closing the session the right equipment and how to use it preparation delivery and group exercises

small 4 x 6 book proven tips tools and techniques for mentors

this edition of the presentations pocketbook published october 2009 is packed full of tips and techniques for planning structuring and delivering a polished presentation a good starting point for the inexperienced and a quickly assimilated refresher course for the more experienced this title is consistently among the best sellers in the pocketbook series the content covers overcoming nerves handling audience questions and making the message memorable with visual hearing and feeling vhf support an intriguing and entertaining short story at the end of the book what the author terms a presentations parable reinforces the key learning points there is too a practical presentations checklist and lots of visual content to enhance the learning experience author john townsend is a polished speaker with a life time of experience in leading training courses and presenting at conferences and events worldwide

emphasising the need to efficiently train employees in order that they fulfil their potential this handbook offers advice for those giving training supplying the information required to provide the right training for each team member

the facilitrainig rainbow won t lead you to a pot of gold but it will enable you to decide on the most suitable approach for your next facilitation session this innovative decision making model is central to the facilitator s pocketbook a comprehensive guide covering all stages of facilitation from planning through to implementation interpersonal skills including attitudes and values and session skills including energising and problem solving are dealt with at length

the interviewer s pocketbook has had a major overhaul in this new third edition and now focuses exclusively on the recruitment interview the opening chapters look in detail at the necessary skills for conducting an interview questioning techniques listening skills and interpretation of body language types of question are explored with ways in which to use them as well as questions to avoid asking while a helpful example interview shows the techniques in action later chapters cover preparing for and conducting the interview including looking at job descriptions and specifications preparing evidence questions and evaluation of candidates

ninety percent of all training is a waste of time reveals a us investigation either because the training is not transferred into the workplace or the training design delivery is poor or the participants are unable unwilling to learn the learning needs analysis pocketbook will ensure that your people development solutions are tied to the organisation s strategic plans and objectives the authors simplify the analysis process and demonstrate that it can be strategic rewarding career enhancing and even fun the book is divided into three sections 1 the six windows a method of looking into the organisation to identify the most

pressing and results oriented learning needs 2 the 10 point training plan the document spreadsheet or wall chart where you can record all your notes from the learning needs investigation and plan for each training course or event 3 the tool box to help you do a great job at every step of the process

transfer of learning is the application back at work of knowledge skills and attitudes obtained in learning situations the amount of learning that is transferred back to the workplace after a training event is the key measure of the success of that training there is after all no point carrying out the training if nothing changes as a result of it but the transfer doesn't only depend on how good the training is a number of key factors have to be in place in the transfer of learning pocketbook authors dr paul donovan and john townsend identify 17 factors that determine whether or not new learning will be transferred and used to improve job performance after extensive research within the hr community the factors were identified and then prioritised according to their impact on return on training investment the book sets out each of the 17 factors in turn before giving the reader 70 specific action tips grouped into five sections that follow the five stages of the training process donovan and townsend have collaborated on several other pocketbooks including the highly regarded training evaluation and training needs analysis

this book is a concise manual on debriefing techniques in a clinical educational context it presents the most popular debriefing techniques and hence can be used as a reference manual by educators to help them achieve their intended debriefing objectives the overarching objective of debriefing is to promote reflection and improve patient safety awareness at an individual and a team level this book provides clear explanations of what constitutes a valuable and effective debriefing and presents the various approaches that can be used and how debriefing differs from feedback it includes key recommendations on aspects that directly or indirectly impact debriefing with different populations of learners such as students or qualified healthcare professionals of various levels of seniority this book can also be used as a survival guide for both simulation educators and clinicians during debriefings it includes several useful sections explaining the different phases of a debriefing session which help learners develop and consolidate their knowledge and identify potential knowledge or performance gaps and near misses the underlying philosophy of this book is to also promote profound respect for the trainee by using a non-offensive debriefing approach debriefing facilitators will appreciate the several key sentences that will help them lead and engage their learners in the various phases of expressing their emotions and analyzing their experience and actions

a collection of 24 portraits of difficult participants encountered on training courses and at meetings meet the trapper the griper the silent cynic the whisperer and their many friends learn how to cope with them using such techniques as blockbusting psychological judo reframing self revelation and confrontation cartoons of the characters add to the humorous approach and there are four mini case studies i loved the book it shows such a great variety of ways to deal with challengers

the widespread popularity of coaching in support of workplace performance leadership development and employee engagement was heavily underscored by the findings of a cipd chartered institute of personnel and development survey carried out in 2009 which revealed that 90 per cent of organisations surveyed use coaching techniques cognitive behavioural coaching cbc takes coaching a stage further it recognises that how people think affects how they feel which in turn influences the decisions and actions they take through a systematic process of questioning cbc challenges an individual s limiting beliefs and behaviours and helps them to see and act differently the cognitive behavioural coaching pocketbook uses a simple 5 step model to explain in clear practical terms how coaches l d staff and managers can use cbc for the benefit of both the individual and the organisation

many if not most teams in the modern workplace fall well short of harnessing their collective capability maintains erik de haan resulting in loss of performance and poor results for the author of the team coaching pocketbook and director of the ashridge centre for coaching this is a depressing thought yet he s quick to point out that poor performance is readily managed if team members are minded to reflect intelligently on how they operate and have the skills to do so this is where team coaching can be beneficial says de haan it helps teams think through what they are doing and why how they can integrate individual skill sets and how they can innovate written by an expert in his field this is a practical insightful guide to team coaching which will benefit both coaching specialists and team leaders

central to the advanced coaching pocketbook is space a 5 step model enabling coaches to reflect on and assess their own approach to coaching and deepen their awareness of the coaching process hr and od professionals wanting to create a coaching culture will also find the tips and tools beneficial each step of the model is described in a separate chapter and for each step the author recommends appropriate tools designed to put the theory firmly into practice exercises and graphic devices help to embed the understanding space was tested by practitioners across the uk and further afield how they applied the model in practice was subsequently surveyed and their responses used to inform the model and its description in this

pocketbook the survey results give real insight into the different aspects of coaching an enthusiastic lynne walley declares

any tool which helps people to become even better and more consciously competent in their roles is to be welcomed so it is not surprising that coaching is now firmly established in schools and because coaching centres around asking challenging and thought provoking questions coaching and reflecting are inextricably linked find out how tools such as the miracle question and scaling enable high quality thoughtful dialogues and how learning to build rapport to question listen and give feedback can develop both coach and coachee hook mcphail and vass also talk you through goal setting and explain how to develop solution focused coaching in your own school there are plenty of real teachers experiences to inspire you all this and a ground breaking chapter on reflective practitioner groups groups of colleagues using structured formats or protocols to facilitate discussion about teaching and learning exciting and innovative

recruiting successful candidates leads to improved performance increased customer satisfaction enhanced organisational reputation greater staff morale and a positive reflection on those involved in the recruitment process the managing recruitment pocketbook explains how to plan recruitment attract the right candidates assess cvs and application forms get the most out of the interview use different methods of selection and how to make the job offer under attracting the right candidates the pocketbook looks at advertising methods using the internet employing recruitment agencies and recruiting internally selection methods addressed include psychometric tests personality questionnaires assessment centres presentations and work sample exercises the final chapter covers how to pull all the selection information together references medicals handling unsuccessful candidates and making the eventual offer complementing this new title are two other existing pocketbooks the interviewer s pocketbook and the succeeding at interviews pocketbook

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Introduction

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