

图书基本信息

书名：<<2006 Pfeiffor手册 (全二册) >>

13位ISBN编号：9780787984311

10位ISBN编号：0787984310

出版时间：2006-12

出版时间：John Wiley & Sons

作者：Elaine Biech 著

页数：538

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

内容概要

Shifting work patterns . constant organizational change , and a continually increasing demand for new knowledge . challenges even the most experienced training professional . Under these conditions , proven , ready—to—use resources are immensely useful . None more so than The 2006 Pfeiffer Annual : Training . which provides instant access to a wealth of knowledge about training and development , and proven tools that can be put to use with a minimum of preparation . The book is divided into four sections : Experiential Learning Activities (ELAs) ; Inventories . Questionnaires . and Surveys ; Articles and Discussion Resources ; and Editor's Choice . All the material can be freely reproduced for training purposes . ELAs are the mainstay of the Annual and cover a broad range of training topics . The activities are presented as complete and ready-to-use training designs ; facilitator instructions and all necessary handouts and participant materials are included . The instrument section introduces reliable survey and assessment tools for gathering and sharing data on aspects of personal awareness . performance or team development . The articles section presents the best current thinking about training and professional development . Use these for your own professional development or as lecture resources within your trainings . The depth and breadth of available resources—new content is added to the Annual each year—ensures a steady stream of contemporary knowledge and tools . Use the Annual to keep on top of developments within the training and HR profession : dip into the content for an activity or instrument that targets a specific performance problem ; combine activities to instantly create an entire development program : or learn how others in the profession are tackling the ever-increasing challenges of building and developing a capable and productive workforce .

作者简介 : Elaine Biech is the author of more than a dozen articles and books, including *The Business of Consulting*, *Marketing and Selling Your Consulting Services*, and *The Consultant's Quick Start Guide*, all published by Pfeiffer. Her most recent book is *Training 'or Dummies*. She is president and managing principal of ebb associates inc and has consulted to a diverse range of industries including health care institutions, insurance, banking, sipbuilding, manufacturing, government, and nonprofit organizations.

书籍目录

2006 PFEIFFER ANNUAL : 上册 Preface The Difference Between Training and Consulting: Which Annual to Use? Introduction to The 2006 Pfeiffer Annual: Training Experiential Learning Activities Introduction to the Experiential Learning Activities Section Experiential Learning Activities Categories Do Differences Divide Us? Learning About Diversity M.K. Key Opposite Chair: Learning to Ask Questions Chai M. Voris Pygmalion: Using the Power of Expectations for Developing Subordinates Parth Sarathi Self-Powered Vehicles: Learning to Work as a Group Pat Murphy Soda Can Carry: Building a Team Kristin J. Arnold Picture This: Introducing Participants Carrie Reilly and Math Rose Word Cards: Reinforcing Learning Steve Sphar Lyrical Look: Finding Insight in Songs Lenn Millbower Critical Reflection Relay: Reviewing What Was Learned Bonnie Jameson Rolling for Review: Reviewing Key Learning Points Gail Hahn Keynote Closer: Polishing the Gems Fran A. Prince What Is Moral Character? Defining Character Homer H. Johnson How Do I Acknowledge Thee? Giving Praise When Due Teri-E Bell and M. Sheila Collins Board Meeting Simulation: Establishing Leadership Perspective W. Norman Gustafson Editor's Choice Introduction to the Editor's Choice Section El Quixote and the Quest for Management Skills Teresa Tortes-Coronas Why Sales People Fail Jeffrey P. Bosworth How to Protect and Profit from Your Training Assets Diane M. Gayeshi Inventories, Questionnaires, and Surveys Introduction to the Inventories, Questionnaires, and Surveys Section Assessing One's Own Facilitation Skills Lois B. Hart Measuring Employee Resilience Jeffrey Russell and Linda Russell Articles and Discussion Resources

2006 PFEIFFER ANNUAL : 下册

版权说明

本站所提供下载的PDF图书仅提供预览和简介, 请支持正版图书。

更多资源请访问:<http://www.tushu007.com>