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Pocket Guide to Technical Writing - William S. Pfeiffer 2001
This book is designed to give quick access to the essentials of workplace writing. It is a guide to speed, organization, visual appeal, and correctness in 16 different kinds of documents as well as guidelines for special topics like graphics, speeches, and e-mails. For speed, this book gives you a 9-step process to write quickly and well. For organization, this book gives you a three-part structure to organize all documents. For visual appeal, this book has tips for using white space, lists, and headings. For correctness, an alphabetized handbook on style and grammar is included. - Publisher.
Graphics for Learning - Ruth C. Clark 2010-11-02
Are you getting the most learning value from visuals? Thoroughly revised and updated, Graphics for Learning is the second edition of the bestselling book that summarizes the guidelines for the best use of graphics for instructional materials, including multimedia, texts, working aids, and slides. The guidelines are based on the most current empirical scientific research and are illustrated with a wealth of examples from diverse training materials. The authors show how to plan illustrations for various types of content, including facts, concepts, processes, procedures, and principles. The book also discusses technical and environmental factors that will influence how instructional professionals can apply the guidelines to their training projects. Praise for the First Edition "For years I've been looking for a book that links cognitive research on learning to graphics and instructional design. Here it is! Ruth Clark and Chopeta Lyons not only explain how to make graphics work—they've created a very interesting read, full of useful guidelines and examples." —Lynn Kearny, CPT, instructional designer and graphic communicator, Graphic Tools for Thinking and Learning "Finally! A book that integrates visual design into the larger context of instructional design and development." —Linda Lohr, Ed.D., author, Creating Graphics for Learning and assistant professor, University of Northern Colorado
Pocket Guide to Technical Presentations and Professional Speaking - Steven B. Zwickel 2006
A handbook that promotes the art of good speaking, Pocket Guide to Technical Presentations provides basic guidelines that foster confidence. Up-to-date information in a simple, straightforward format-you will learn to speak competently, overcome anxiety, analyze the audience, research a topic, and to organize, illustrate, and deliver a professional-level talk. After a comprehensive and interesting overview about public speaking and technical presentations, this convenient pocket guide covers audience analysis, coping with anxiety, presentation organization, illustrating the presentation, graphics, delivery, evaluation, and adapting to different situations. Because of its convenient size, ease of use, and informative appendix, this guide is invaluable to those who need to present information from all walks of life: from students to trainer-facilitators to CEOs.
Outlines and Highlights for Technical Communication - Cram101 Textbook Reviews 2011-05-01
Never HIGHLIGHT a Book Again! Virtually all of the testable terms, concepts, persons, places, and events from the textbook are included. Cram101 Just the FACTS101 studyguides give all of the outlines, highlights, notes, and quizzes for your textbook with optional online comprehensive practice tests. Only Cram101 is Textbook Specific. Accompanys: 9780135000502 .
Technical Communication - William S. Pfeiffer 2011-12-28
Emphasizing the connection between writing and context, Technical Communication: A Practical Approach 8e uses a fictional company (M-Global) and students' own school and workplace settings to introduce the common genres of technical communication. Featuring numbered guidelines and an ABC format, the book shows how to write a variety of technical documents including business proposals, white papers, scripts, research reports, digital documents and more! This edition features earlier coverage of collaboration, more on software tools, expanded ABC

formats, and the innovative MyTechCommLab website.
Demystifying Technical Training - Wendy L. Combs 2010-07-01
Praise for Demystifying Technical Training "Demystifying Technical Training is a must-read for CLOs, managers of training, instructors, and instructional designers. All who read it will gain critical insights into how to lower the cost and improve the efficiency and effectiveness of learning." —Wm. Douglas Harward, CEO and founder of Training Industry, Inc. "Individuals interested in and accountable for deriving significant value from technical training investments will gain great benefit from reading this book and applying its wisdom." —Karen Kocher, CLO at Cigna Healthcare "Demystifying Technical Training is an essential, complete guide for any learning organization. The overviews and concepts are clearly stated, while the case studies and sidebars provide practical examples you can apply in your situation." —Jean Barbazette, president of The Training Clinic and author of Managing the Training Function for Bottom-Line Results "Considering the cost of acquiring and developing talent, why wouldn't all CEO/COOs insist on investing in people to improve results and reduce risk? This book demystifies the process of developing technical experts to increase the return on investment in human capital. Bravo!" —Martin J. Menard, former group CIO at Intel Corporation "Technical training is a key to sustaining competitiveness in the new economy. Learn how to leverage and optimize its value in your organization through this wonderfully insightful and practical resource." —Dr. Arthur L. Jue, director of global organization and talent development at Oracle and co-author of Social Media at Work: How Networking Tools Propel Organizational Performance "Don't be misled by the title—this book—while focusing on the often segmented world of domain specific job skills—provides guidance valid for the full spectrum of workforce learning from soft-skills to 'technical' skills." —Ruth Clark, principal and president of Clark Training & Consulting and author of e-Learning and the Science of Instruction
Technical Communication - William Sanborn Pfeiffer 2014-07-24
ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products. Packages Access codes for Pearson's MyLab & Mastering products may not be included when purchasing or renting from companies other than Pearson; check with the seller before completing your purchase. Used or rental books If you rent or purchase a used book with an access code, the access code may have been redeemed previously and you may have to purchase a new access code. Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code. Check with the seller prior to purchase. -- Emphasizing the connection between writing and context, Technical Communication: A Practical Approach 8e uses a fictional company (M-Global) and students' own school and workplace settings to introduce the common genres of technical communication. Featuring numbered guidelines and an ABC format, the book shows how to write a variety of technical documents including business proposals, white papers, scripts, research reports, digital documents and more! This edition features earlier coverage of collaboration, more on software tools, expanded ABC formats, and the innovative MyWritingLab for Technical Communication. 0133970531 / 9780133970531Technical Communication: A Practical Approach with NEW MyWitingLab with Pearson eText Access Card 8/e Package consists of: 0132785781 / 9780132785785 Technical Communication: A Practical Approach 0133933296 / 9780133933291 MyWritingLab Generic -- Glue in Access Card 013393330X / 9780133933307 MyWritingLab Generic -- Inside Star Sticker

Criterion-referenced Test Development - Sharon A. Shrock 2008-05-14
Criterion-Referenced Test Development is designed specifically for training professionals who need to better understand how to develop criterion-referenced tests (CRTs). This important resource offers step-by-step guidance for how to make and defend Level 2 testing decisions, how to write test questions and performance scales that match jobs, and how to show that those certified as ?masters? are truly masters. A comprehensive guide to the development and use of CRTs, the book provides information about a variety of topics, including different methods of test interpretations, test construction, item formats, test scoring, reliability and validation methods, test administration, a score reporting, as well as the legal and liability issues surrounding testing. New revisions include: Illustrative real-world examples. Issues of test security. Advice on the use of test creation software. Expanded sections on performance testing. Single administration techniques for calculating reliability. Updated legal and compliance guidelines. Order the third edition of this classic and comprehensive reference guide to the theory and practice of organizational tests today.

Online Engineering and Society 4.0 - Michael E. Auer 2021-10-21
This book presents the general objective of the REV2021 conference which is to contribute and discuss fundamentals, applications, and experiences in the field of Online and Remote Engineering, Virtual Instrumentation, and other related new technologies like Cross Reality, Data Science & Big Data, Internet of Things & Industrial Internet of Things, Industry 4.0, Cyber Security, and M2M & Smart Objects. Nowadays, online technologies are the core of most fields of engineering and the whole society and are inseparably connected, for example, with Internet of Things, Industry 4.0 & Industrial Internet of Things, Cloud Technologies, Data Science, Cross & Mixed Reality, Remote Working Environments, Online & Biomedical Engineering, to name only a few. Since the first REV conference in 2004, we tried to focus on the upcoming use of the Internet for engineering tasks and the opportunities as well as challenges around it. In a globally connected world, the interest in online collaboration, teleworking, remote services, and other digital working environments is rapidly increasing. Another objective of the conference is to discuss guidelines and new concepts for engineering education in higher and vocational education institutions, including emerging technologies in learning, MOOCs & MOOLs, and Open Resources. REV2021 on "Online Engineering and Society 4.0" was the 17th in a series of annual events concerning the area of Remote Engineering and Virtual Instrumentation. It has been organized in cooperation with the International Engineering and Technology Institute (IETI) as an online event from February 24 to 26, 2021.

Technical Writing - William S. Pfeiffer 1999
This book offers an easy-to-use approach towards learning the fundamentals of technical writing. The author's writing style is user-friendly, and engages the reader by providing a comprehensive overview of current topics in technical writing. Chapter topics cover process in technical writing; ethics and globalism in the workplace; organizing information; page design; patterns of organization; process descriptions and instructions; letters, memos, and electronic communication; informal reports; formal reports; proposals and feasibility studies; graphics; oral communication; technical research; and style in technical writing. For professionals in the technical writing field.

Technical Writing, Presentational Skills, and Online Communication: Professional Tools and Insights - Greenlaw, Raymond 2012-03-31
"This book is a collection of work to assist any professional who needs to deal with ethical issues, write up a technical project, give or develop a presentation, or write material for an online audience"--Provided by publisher.

Advanced Web-Based Training Strategies - Margaret Driscoll 2005-03-11
Advanced Web-Based Training Strategies fills the gap in the literature available on this topic by offering a volume that includes meaningful, applicable, and proven strategies that can take the experienced instructional designer to the next level of web-based training. Written by Margaret Driscoll and Saul Carliner -- internationally acclaimed experts on e-learning and information design- -- Advanced Web-Based Training Strategies provides instructional designers, e-learning developers, technical communicators, students, and others with strategies for addressing common challenges that arise when designing e-learning. Balancing educational theory with the practical realities of implementation, Driscoll and Carliner outline the benefits and limitations of each strategy, discuss the issues surrounding the implementation of these strategies, and illustrate each strategy with short scenarios drawn

from real-world online learning programs representing a wide variety of fields including technology, financial services, health care, and government.

Building Expertise - Ruth C. Clark 2008-09-22
This third edition of the classic resource, Building Expertise draws on the most recent evidence on how to build innovative forms of expertise and translates that evidence into guidelines for instructional designers, course developers and facilitators, technical communicators, and other human performance professionals. Ruth Colvin Clark summarizes psychological theories concerning ways instructional methods support human learning processes. Filled with updated research and new illustrative examples, this new edition offers trainers evidence-based guidelines to help them accelerate genuine expertise within their organizations.

Handbook of Technical Writing - Charles T. Brusaw 1997-08-15
New to this edition: Up-to-date information on on-line research and computer resources. A unique four-way access system enables users of the Handbook of Technical Writing to find what they need quickly and get on with the job of writing: 1. The hundreds of entries in the body of the Handbook are alphabetically arranged, so you can flip right to the topic at hand. Words and phrases in bold type provide cross-references to related entries. 2. The topical key groups alphabetical entries and page numbers under broader topic categories. This topical table of contents allows you to check broader subject areas for the specific topic you need. 3. The checklist of the writing process summarizes the opening essay on "Five Steps to Successful Writing" in checklist form with page references to related topics, making it easy to use the Handbook as a writing text. 4. The comprehensive index provides an exhaustive listing of related and commonly confused topics, so you can easily locate information even when you don't know the exact term you're looking for.

Technical Communication : a Practical Approach - William S. Pfeiffer 2007
Appropriate for technical writing courses. This unique introduction to technical writing teaches students the practical and valuable ABC model- Abstract, Body, Conclusion. The text immerses students in various case studies and projects featuring a fictitious Canadian company, much like a potential employer of college or university graduates. The new edition of Technical Communication continues to offer clear guidelines for all documents, annotated writing models, realistic assignments, and a writing and grammar handbook, allowing students to place themselves in professional roles and to respond to realistic technical writing challenges. Additionally, updated Instructor Supplements and Text Enrichment Site allow for a more comprehensive study of the Technical Communications field.

e-Learning by Design - William Horton 2011-01-20
From William Horton -- a world renowned expert with more than thirty-five years of hands-on experience creating networked-based educational systems -- comes the next-step resource for e-learning training professionals. Like his best-selling book Designing Web-Based Training, this book is a comprehensive resource that provides practical guidance for making the thousand and one decisions needed to design effective e-learning. e-Learning by Design includes a systematic, flexible, and rapid design process covering every phase of designing e-learning. Free of academic jargon and confusing theory, this down-to-earth, hands-on book is filled with hundreds of real-world examples and case studies from dozens of fields. "Like the book's predecessor (Designing Web-based Training), it deserves four stars and is a must read for anyone not selling an expensive solution. -- From Training Media Review, by Jon Aleckson, www.tmreview.com, 2007

Developing Technical Training - Ruth C. Clark 2011-01-11
Since it was first published almost twenty years ago, Developing Technical Training has been a reliable resource for both new and seasoned training specialists. The third edition of this classic book outlines a systematic approach called the Instructional Systems Design (ISD) process that shows how to teach technical content defined as facts, concepts, processes, procedures, and principles. Whether you teach "hard" or "soft" skills, or design lessons for workbooks or computers, you will find the best training methods in this book. Using these techniques, you can create learning environments that will lead to the most efficient and effective acquisition of new knowledge and skills. Throughout the book, Clark defines each content type and illustrates how to implement the best instructional methods for delivery in either print or e-learning media.

Wristwatches - Helmut Kahlert 1986

Practical Strategies for Technical Communication - Mike Markel
2015-11-17
In Practical Strategies for Technical Communication, Mike Markel gives students the essentials they'll need to communicate successfully in today's workplace. The book offers concise and accessible yet thorough coverage of audience and purpose, research, style, and document design, and strategies for designing all of the major document types. For the second edition, Markel has worked with organizations to choose sample documents and annotate them with insights and advice from the employees who developed them. Throughout the text, a new set of engaging graphics provides visual explanations of key concepts.

A Guide to Writing as an Engineer - David F. Beer 2019-04-09
Everyone knows that engineers must be good at math, but many students fail to realize just how much writing engineering involves: reports, memos, presentations, specifications—all fall within the purview of a practicing engineer, and all require a polished clarity that does not happen by accident. A Guide to Writing as an Engineer provides essential guidance toward this critical skill, with practical examples, expert discussion, and real-world models that illustrate the techniques engineers use every day. Now in its Fifth Edition, this invaluable guide has been updated to reflect the most current standards of the field, and leverage the eText format to provide interactive examples, Engineering Communication Challenges, self-quizzes, and other learning tools. Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter, equipping them with the knowledge and perspective they need to succeed in any workplace. Although suitable for first-year undergraduate students, this book offers insight and reference for every stage of a young engineer's career.

Electromechanical Systems in Microtechnology and Mechatronics - Arno Lenk 2010-10-01
Electromechanical systems consisting of electrical, mechanical and acoustic subsystems are of special importance in various technical fields, e.g. precision device engineering, sensor and actuator technology, electroacoustics and medical engineering. Based on a circuit-oriented representation, providing readers with a descriptive engineering design method for these systems is the goal of this textbook. It offers an easy and fast introduction to mechanical, acoustic, fluid, thermal and hydraulic problems through the application of circuit-oriented basic knowledge. The network description methodology, presented in detail, is extended to finite network elements and combined with the finite element method (FEM): the combination of the advantages of both description methods results in novel approaches, especially in the higher frequency range. The book offers numerous current examples of both the design of sensors and actuators and that of direct coupled sensor-actuator systems. The appendix provides more extensive fundamentals for signal description, as well as a compilation of important material characteristics. The textbook is suitable both for graduate students and for engineers working in the fields of electrical engineering, information technology, mechatronics, microtechnology, and mechanical and medical engineering.

Technical Communication: A Practical Approach, 6/E - Pfeiffer 2007-09

Advanced Millimeter-wave Technologies - Duixian Liu 2009-03-03
This book explains one of the hottest topics in wireless and electronic devices community, namely the wireless communication at mmWave frequencies, especially at the 60 GHz ISM band. It provides the reader with knowledge and techniques for mmWave antenna design, evaluation, antenna and chip packaging. Addresses practical engineering issues such as RF material evaluation and selection, antenna and packaging requirements, manufacturing tolerances, antenna and system interconnections, and antenna One of the first books to discuss the emerging research and application areas, particularly chip packages with integrated antennas, wafer scale mmWave phased arrays and imaging Contains a good number of case studies to aid understanding Provides the antenna and packaging technologies for the latest and emerging applications with the emphases on antenna integrations for practical applications such as wireless USB, wireless video, phase array, automobile collision avoidance radar, and imaging

Engineers' Guide to Technical Writing - Kenneth G. Budinski 2001
Annotation An engineer with experience in the automotive and chemical process industries, Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co-workers to document their work in a reasonable manner. He does not focus on the mechanics of the English language, but on the types of documents that an average technical person will encounter in business, government, or industry. He also thinks that students with no technical background should be able to benefit from the tutorial. c. Book News Inc

Professional Writing and Rhetoric - Tim Peeples 2003
Professional Writing and Rhetoric is a disciplinary reader that introduces students to professional writing by inviting them into conversations about the field by people in the field. Intended for undergraduates and entry-level masters students who are majoring, minoring, or getting certificates in professional writing studies, Professional Writing and Rhetoric is an edited reader that makes the field's theoretical discussions accessible to these students. Addressing a growing need as the field expands "up" from service-oriented courses and "down" from advanced graduate programs, it fills an important gap in the books currently available within professional writing studies. This text guides students into the discussions that continue to form this relatively young field by (1) organizing readings rhetorically, (2) including several readings that are regularly cited in the field's literatures, (3) selecting readings that are accessible to students, and (4) offering pedagogical devices that aid comprehension and encourage critical reflection. The aim is not to present a "greatest hits of the field," nor to direct students' thinking and practice toward the hottest new theories, nor to challenge the thinking of those already comfortably in the field. Instead, older and newer selections are intermixed within a rhetorical framework to encourage students to make connections across readings, promote reflective rhetorical practice, stimulate discussion, and encourage students to become co-inquirers within the discipline.

Writing Software Documentation - Thomas T. Barker 1998
Part of the new Allyn & Bacon series in technical communication, Writing Software Documentation features a step-by-step strategy to writing and describing procedures. This task-oriented book is designed to support both college students taking a course and professionals working in the field. Teaching apparatus includes complete programs for students to work on and a full set of project tracking forms, as well as a broad range of examples including Windows-style pages and screens and award-winning examples from STC competitions.

A Guide to Writing as an Engineer - David F. Beer 2013-05-13
Written for engineers, this book provides more than technical know-how and focuses on how to be an effective communicator. This new edition helps to eliminate the glitches that trip up the busy reader or listener, causing annoyance, confusion, or misunderstanding—so that their writing and speech are crystal clear. This text also focuses on the technical writing and speaking issues encountered in day to day work, writing reports, business letter, memoranda, proposals, emails, presentations, and more. The new edition includes new coverage of social media, including coverage of popular forms, best practices, dangers and ethics of using social media, and expanded coverage of informal communication.

Technical Writing - William S. Pfeiffer 2003
This book offers an easy-to-use approach towards learning the fundamentals of technical writing. The author's writing style is user-friendly, and engages the reader by providing a comprehensive overview of current topics in technical writing. Chapter topics cover process in technical writing; ethics and globalism in the workplace; organizing information; page design; patterns of organization; process descriptions and instructions; letters, memos, and electronic communication; informal reports; formal reports; proposals and feasibility studies; graphics; oral communication; technical research; and style in technical writing. For professionals in the technical writing field.

Pocket Guide to Technical Communication - William S. Pfeiffer 2007
This handy reference is ideal for anyone interested in improving business, technical and scientific writing. It contains samples of every major document type (resume', business letter, etc.) and showcases well-written documents that serve as "how to" guides so readers can model the organization, structure and tone in their own writing assignments. It emphasizes the writing process, the structure and design of writing, and related topics such as graphics and oral presentations. Alphabetized for easy reference, a writing handbook is also included for quick checks of grammar and spelling. Totally updated, this text provides a text-specific Companion Website with numerous activities includinginteractive editing and revision exercises.Provides models of 17 different types of communications. Offers helpful guidelines regarding other forms of communication skills that influence effective writing such as organization and speech. Discusses the explosion of electronic communication and provides format guidelines and samples of effective

e-mail. Examines the role that writing plays in other communication arts such as graphics and oral presentations. Excellent resource for corporate training seminars in writing.

Technical Communication Fundamentals - William S. Pfeiffer 2011
Technical Communication Fundamentals presents proven writing strategies in a format that is concise and easy to use. Designed for flexibility, the book is supported by MyTechCommLab, which provides 90 model documents, 50 interactive documents, tutorials, activities, and case studies all on The Web! Using numbered guidelines, an ABC format and annotated samples, the book immerses students in the process of technical writing, while teaching practical formats for getting the job done.

A Practical Guide to Job Analysis - Leonard D. Goodstein 2009-03-17
Presenting the first book that provides HR professionals with a context for understanding the importance of doing a proper job analysis together with a step-by-step guide to conducting such an analysis. This unique guide contains a series of eight ready-to-use templates that provide the basis for conducting job analyses for eight different levels of job families, from the entry-level to the senior manager/executive.

Writing in the Sciences - Ann M. Penrose 1998

Technical Communication - Paul V. Anderson 2013-03-22
Thousands of students have successfully improved their writing and design skills using Anderson's TECHNICAL COMMUNICATION: A READER-CENTERED APPROACH. Known for its treatment of the rhetorical situation and coverage of usefulness and persuasion, this edition renews the focus on the reader-centered approach and includes new learning outcomes at the start of each chapter to help students gain more from their reading. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Gender Communication Handbook - Audrey Nelson 2012-05-22
THE GENDER COMMUNICATION HANDBOOK This is the go-to comprehensive reference for understanding why and how women and men communicate the way they do. This guide is filled with expert advice, real-life case studies, self-assessments, experiential exercises, and action steps that help men and women transcend barriers and enhance their communication with the opposite sex. The Gender Communication Handbook provides trainers and human resource professionals with an accessible program enabling men and women to open the lines of communication so work gets done and productivity and profits soar. "This is great work—practical, research-based, and fun. If ever there was a strong ROI in time and money, working on gender communication is it." —JULIE O'MARA, past national president, American Society for Training and Development, and coauthor of the best-selling book, Managing Workforce 2000 "An invaluable resource to help understand underlying differences in communication styles so that work gets done, conflicts get resolved, and reciprocal respect prevails in the workplace. Highly readable and engaging." —REBECCA RITTER, senior human resource business partner, Oracle Corporation "Just what every man and woman needs to learn for the rules of engagement with the opposite sex. Very appropriate and timely for today's workplace." —MICHELLE HAINES, technical customer management/web analyst, Seagate Technologies "This guide is a nuts-and-bolts approach to enhancing workplace communication between the sexes. It addresses the chronic problems men and women encounter every day." —GEOFF SIMPSON, vice president and manager, Standard Steam Trust LLC

The Handbook of Blended Learning - Curtis J. Bonk 2012-06-29
This comprehensive resource highlights the most recent practices and trends in blended learning from a global perspective and provides targeted information for specific blended learning situations. You'll find examples of learning options that combine face-to-face instruction with online learning in the workplace, more formal academic settings, and the military. Across these environments, the book focuses on real-world practices and includes contributors from a broad range of fields including trainers, consultants, professors, university presidents, distance-learning center directors, learning strategists and evangelists, general managers of learning, CEOs, chancellors, deans, and directors of global talent and organizational development. This diversity and breadth will help you understand the wide range of possibilities available when designing blended learning environments. Order your copy today!

Handbook of Technical Communication - Alexander Mehler 2012-10-30
The Handbook of Technical Communication brings together a variety of topics which range from the role of technical media in human communication to the linguistic, multimodal enhancement of present-day technologies. It covers the area of computer-mediated text, voice and multimedia communication as well as of technical documentation. In doing so, the handbook takes professional and private communication into account. Special emphasis is put on technical communication by means of web 2.0 technologies and its standardization in system development. In summary, the handbook deals with theoretical issues of technical communication and its practical impact on the development and usage of text and speech technologies.

Spurious Coin - Bernadette Longo 2000-05-04
Offers a narrative history of technical writing as a cultural practice and the system of scientific knowledge it controls.

The Essentials of Technical Communication - Elizabeth Tebeaux 2020-11-06
"This is an English textbook for students taking courses in technical communication"--

Active Training - Melvin L. Silberman 2015-05-04
The all-time bestselling training handbook, updated for new technologies and roles Active Training turns instructional design on its head by shifting the emphasis away from the instructor, and on to the learner. Comprehensively updated to reflect the many developments in the field, this new fourth edition covers the latest technologies and applications, the evolving role of the trainer, and how new business realities impact training, advancing new evidence-based best practices for new trainer tasks, skills, and knowledge. Up to date theory and research inform the practical tips and techniques that fully engage learners and help them get the most out of sessions, while updated workplace examples and revised templates and worksheets help bring these techniques into the classroom quickly. You'll gain insight into improving training evaluation by using Return on Expectations (ROE), learn how to extend the value of training programs through transfer of learning, and develop fresh, engaging methods that incorporate state-of-the-art applications. Active Training designs offer just the right amount of content; the right balance of affective, behavioral, and cognitive learning; a variety of approaches; real-life problem solving; gradual skill-building; and engaging delivery that uses the participants' expertise as a foundation for learning. This book is the classic guide to employing Active Training methods effectively and appropriately for almost any topic. Learn how the trainer's role has changed Engage learners through any training delivery method Inspire collaboration and innovation through application Overcome the challenges trainers face in the new business environment Active Training methods make training sessions fun, engaging, relevant, and most importantly, effective. Participants become enthusiastic about the material, and view sessions as interesting challenges rather than as means to fulfill requirements. To bring these widely endorsed methods into your training repertoire, Active Training is the complete practical handbook you need.

Efficiency in Learning - Ruth C. Clark 2011-01-11
Efficiency in Learning offers a road map of the most effective ways to use the three fundamental communication of training: visuals, written text, and audio. Regardless of how you are delivering your training materials—in the classroom, in print, by synchronous or asynchronous media—the book's methods are easily applied to your lesson presentations, handouts, reference guides, or e-learning screens. Designed to be a down-to-earth resource for all instructional professionals, Efficiency in Learning's guidelines are clearly illustrated with real-world examples.