



ASTD's Ultimate Train the Trainer: A Complete Guide to Training Success

By Elaine Biech

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Being asked to deliver a train-the-trainer workshop is an honor: It's a recognition of your skills and competence as a trainer. But how do you live up to those expectations? ASTD's Ultimate Train the Trainer provides the background needed to effectively train other trainers and a detailed instructional roadmap.

If you need to deliver a train the trainer workshop, you'll appreciate the organization of this book: from checklists for planning and preparing for the training session; to detailed, step-by-step instructions for learning activities that cover adult learning theory, assessment, training design and delivery, and evaluation; to participant handouts and Microsoft PowerPoint presentations that are ready for you to pick up and use immediately. All the materials you need are also made available on the included CD-ROM to make getting organized for your session fast and easy.

Although the bulk of the book presents a complete three-day train-the-trainer workshop that covers all the phases of training, you will also find 19 single-topic presentation designs that range from 30 minutes to two hours. These allow you to target training for specific circumstances, for example, if you are training subject matter experts to train or enhancing trainer skills in a single topic area.

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