

# About The Training Program Training Objectives

This book presents time saving strategies, tactics, and a host of job aids to get the best result from the corporate learning function. It will serve both as a must-have reference tool and as a practical survival guide for workplace learning professionals who face unique challenges in accomplishing their responsibilities. Several strategies and tactics are offered to organize the roles and responsibilities of the training function. There's authoritative advice, too, for managing the function including staff management, communicating expectations, setting the learning agenda, coaching subject matter experts, hiring consultants and vendors, managing content, working with learning portals, setting up and managing a learning resource center, marketing and building internal support for training, and integrating learning into the business.

It is no secret that the online learning industry is booming. But with a mass influx of course creators and marketers jumping into the 'educational gold rush' to make money, the critical components of developing quality and effective training are being lost.

Anyone can create and sell online courses to a global marketplace today, at minimal expense and from their own spare rooms - which is a great thing for everyone.

However, if you aspire to create transformational online or face to face training programs that engage and enrich your learners; it is vital that you design and develop your programs with the fundamental theory and principles of adult learning and course

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creation in mind. Training that does not satisfy your learners, or follow quality educational practices, will attract negative reviews, a bad reputation and refund requests - something that no course creator or 'edupreneur' wants to face. With the learning industry becoming a rapidly more competitive field, survival in this lucrative market is about creating remarkable training that has the learner experience at its core. This book has been especially designed by multiple-award winning, qualified education professional, Sarah Cordiner for the modern day, quality-conscious course creator, edupreneur and training manager who cares about their learner experience. It is for those who want to plan, prepare and deliver transformational training that changes the lives of those that they teach. By presenting timeless theories, principles, frameworks, processes and practices for designing, developing and delivering highly effective training programs, this book will help you create learning that will positively impact your learners - and your business.

Bruce Klatt's *The Ultimate Training Workshop Handbook* was written for those who want to excel as trainers, and to offer maximum value both to client/employers and workshop participants. Focusing on success in front of the group and based on Klatt's 25 years of experience, this comprehensive guide takes you from the contracting stage through evaluating results. It shows you how to prepare yourself and your clients, and how to construct the workshop.

Dawn Sylvia-Stasiewicz is a very special trainer. She knows dogs instinctively, and,

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drawing on lessons she learned from raising three children, she uses the power of positive reinforcement and bonding to train dogs to be joyful, obedient, and devoted members of a family. Dog lovers throughout the Washington, DC, area know her: She trained each of the late Senator Ted Kennedy's dogs, and when the Obama family were deciding on a puppy—and could have chosen any trainer in the world to work with—it was Ms Sylvia-Stasiewicz who trained Bo. In *The Love That Dog Training Program*, a lively, accessible, authoritative book, she shares her invaluable and proven program. Her method is based on positive reinforcement. She believes in trust and treats, not choke collars; in bonding, not squeezing or hitting. Her dogs are happy and self-confident, spirited yet very well-behaved. The basic program is five weeks, it takes only 15 or 20 minutes a day, and it works for both puppies and dogs, including retraining a dog with bad habits. Illustrated with step-by-step photographs, *The Love That Dog Training Program* covers hand-feeding. Crate training and potty training. Simple commands—sit, stay, come here—as well as more complex goals, such as bite inhibition and water safety. It shows how to avoid or correct common behavioral problems including jumping, barking, noise phobias, hiding, and more. Then: how to make your dog comfortable in the world—a dog that travels well, knows how to behave in a dog park or vet's office, is comfortable around strangers, and more. As the author points out, dog training never ends, it just gets easier—and even more rewarding. *Training the Best Dog Ever*, originally published in hardcover as *The Love That Dog*

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Training Program, is a book based on love and kindness. It features a program of positive reinforcement and no-fail techniques that author Dawn Sylvia-Stasiewicz used to train the White House dog, Bo Obama, and each of Senator Ted Kennedy's dogs, among countless others. Training the Best Dog Ever relies on trust and treats, not choke collars; on bonding, not leash-yanking or reprimanding. The five-week training program takes only 10 to 20 minutes of practice a day and works both for puppies and for adult dogs that need to be trained out of bad habits. Illustrated with step-by-step photographs, the book covers hand-feeding; crate and potty training; and basic cues—sit, stay, come here—as well as more complex goals, such as bite inhibition and water safety. It shows how to avoid or correct typical behavior problems, including jumping, barking, and leash-pulling. Plus: how to make your dog comfortable in the world—a dog that knows how to behave in a vet's office, is at ease around strangers, and more. In other words, the best dog ever.

Products, technologies, and workplaces change so quickly today that everyone is continually learning. Many of us are also teaching, even when it's not in our job descriptions. Whether it's giving a presentation, writing documentation, or creating a website or blog, we need and want to share our knowledge with other people. But if you've ever fallen asleep over a boring textbook, or fast-forwarded through a tedious e-learning exercise, you know that creating a great learning experience is harder than it seems. In Design For How People Learn, you'll discover how to use the key principles

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behind learning, memory, and attention to create materials that enable your audience to both gain and retain the knowledge and skills you're sharing. Using accessible visual metaphors and concrete methods and examples, Design For How People Learn will teach you how to leverage the fundamental concepts of instructional design both to improve your own learning and to engage your audience.

Millions of Americans have to train others as part of their jobs. Whether you're an employee training your co-workers on a new process or skill, a volunteer asked to train new volunteers, a chef training your staff, or a paramedic giving CPR training, it's just as important to know how to teach others as it is to know what you're talking about. It doesn't matter how much you know about your subject if you can't share it with others. Fortunately, Training For Dummies offers all the nuts and bolts of training for anyone who has to educate others on any subject and in any field. It covers all the modern, interactive instructional methods and dynamic training approaches available and helps you get trainees inspired, involved, and enthused. Training For Dummies will help you:

- Keep it interesting so trainees learn more eagerly
- Master the jargon of training
- Use audio and visual aids effectively
- Prepare for the training certification process
- Evaluate your results and improve your tactics

Elaine Biech, President and Managing Principal of Ebb Associates, Inc., and known as "the trainer's trainer" shows you all the tips and tricks of the trade. Based on her long experience as a trainer and her work for clients such as the IRS and many Fortune 500 companies, Biech helps you discover: Tips,

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techniques, and tidbits for enhancing your training sessions  
Methods that improve trainee participation  
Alternatives to the traditional lecture method  
Tactics for gauging and managing group dynamics  
Strategies for addressing problems in the classroom  
Hints for understanding and adapting to different learning styles  
Helpful resources and other extra material you can put to immediate use  
No matter what you do for a living, there will probably come a time when you have to teach others what you know. Training For Dummies cuts through the complicated jargon to present the basics of teaching and learning in straightforward, plain English so you can share your specialized knowledge with those who need it.

**YOUR DEFENSIVE HANDGUN TRAINING PROGRAM (BOOK)** Another great performance enhancing product from Shooting-Performance ([www.shooting-performance.com](http://www.shooting-performance.com)), Your Defensive Handgun Training Program is a cutting edged functional training program designed to develop the skills needed to survive a high stress encounter while using the most commonly carried weapon system in the U.S., the handgun. If you are armed and carry a handgun daily (CCW holders, Law Enforcement Officers, etc.), get the tools to prepare yourself for the fight of their life. This book is your answer! While there are numerous "tactical" handgun books out there, some with good material, most do not address the "how to train" question. This book is different, and includes a full training program including training drills and a schedule to follow. The techniques in this book can be applied to any type of handgun,

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so no matter what you carry, this program is for you! Training drills or technique alone do not address the complex needs of someone during a high stress encounter where lethal force might be needed, and this book contains an entire program dedicated to all aspects of training for a fight. THIS STEP-BY-STEP GUIDE TO MAXIMUM PERFORMANCE INCLUDES: \* Carry Gun Selection and Modification\* Legal Considerations (written by Marty Hayes)\* Mental Preparation\* Physical Preparation\* Firearm Skills Development\* Alternate Methods of Training\* The Training Design Cycle\* High Performance Handgun Marksmanship and Manipulation Techniques\* Close Quarters Techniques\* Low Light Techniques\* And much more!For the total immersion experience please strongly consider buying the DVD set or Vimeo Download (<https://vimeo.com/ondemand/defensivehandgun>) that was designed to be used in this program!

"A complete how-to guide to help you create quality, performance-base training, develop fundamental training design skills, [and] ensure your training program meets learner needs."

SUPERANNO Leading experts Avery Faigenbaum and Wayne Westcott guide you in developing safe, effective, and enjoyable training programs for ages seven to eighteen. Advice will help kids safely develop a strong musculoskeletal system that can help them improve their health and fitness and also withstand the rigors of sport participation. Includes the most up-to-date information in the areas of nutrition, hydration, and

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recovery to maximize the effects of strength training and minimize the risks of overtraining. Original.

Annotation Wouldn't it be great if you heard comments like "This is the best darn workshop I have ever attended." at the end of every training session you present? That's the goal of the newly revised and updated Training Trilogy, Third Edition to provide the classroom trainer with practical and real-world ideas for designing and delivering training that meets the real needs of participants and keeps them excited, engaged and learning. The book begins where your job as a trainer does with needs assessment. Part one examines basic statistics and other vital information on how to design surveys and conduct interviews. You'll also learn ways to present your needs assessment information to management and associates. The next step is designing the program. Part two looks at how to create fun learning experiences that keep learners involved, interested, challenged and motivated throughout the training session. The book ends with the steps to becoming effective in the classroom. You'll learn about all the things required to prepare for your training program and how to involve the participants from beginning to end of your presentation.

The High School Quarterback Off-Season Training Program is a comprehensive program that encompasses quarterback specific lifts, a running program, a quarterback throwing mechanics drill set, quarterback pocket movement drills, quarterback core stability drills, and a quarterback arm care warm-up. These are cohesively scheduled in



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a daily plan that starts the first of January and goes through May. You can start the training program anytime during that period. This off-season training program will develop the quarterback pocket movement skills and quarterback throwing mechanics he needs to play his position. The quarterback specific lifting and running will provide a core stability base that will specifically address the quarterback specific muscles so the quarterback becomes bigger and stronger to compliment his throwing and movements. The training program has a daily training sequence for Monday through Friday that you follow, check off and record the weights you lift. Recording the workouts allows you to see the volume of work you are doing which builds confidence as well as improved technique, physical stature and performance. Coach Renner has detailed a simple to follow but precise plan for improving quarterbacks in the off-season. The High School Quarterback Off-Season Training Program doesn't just make a quarterback bigger, stronger and faster. It makes him a better quarterback while it makes him bigger, stronger and faster.

Discover Your Training Style Strengths and Build Your Skills with Online Tools, Videos, and More "A superb book that gives learning and development professionals in every industry an automatic must-read. This book is filled with wisdom and insight as well as clear analytic models and real actionable concrete steps." -- Bruce Tulgan, author of It's OK to Be the Boss and Managing Generation X "Engage takes the innovation of 4MAT® and looks at it through the lens of the trainer. An engaging learning experience

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itself, Engage is full of interactive assessments, links to videos, and foolproof action plans and ideas designed to transform any learning event into a dynamic learning experience."-- Shelley Barnes, executive director, Field Education/Program Development, Aveda Corporation For any trainer who needs easy-to-apply strategies that are grounded in solid research, Engage offers a hands-on guide to understanding learning styles. It includes a four-step model for engaging all learning styles in any learning situation. The book integrates both the art and research-based science of strong instructional design reaching all learning styles with activities, tricks, and tips that are proven to boost skills quickly. Filled with illustrative examples and online companion resources, the book explores the brain research that lays the foundation for the book's 4MAT® model and includes activities and strategies that can be applied for each step in the process. Engage also gives the reader access to an online version of the 4MAT® Training Style Inventory. The results of the assessment give a strengths score in four key training roles.

Finally, runners at all levels can improve their race times while training less, with the revolutionary Furman Institute of Running and Scientific Training (FIRST) program. Hailed by the Wall Street Journal and featured twice in six months in cover stories in Runner's World magazine, FIRST's unique training philosophy makes running easier and more accessible, limits overtraining and burnout, and substantially cuts the risk of injury, while producing faster race times. The key feature is the "3 plus 2" program,

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which each week consists of: -3 quality runs, including track repeats, the tempo run, and the long run, which are designed to work together to improve endurance, lactate-threshold running pace, and leg speed -2 aerobic cross-training workouts, such as swimming, rowing, or pedaling a stationary bike, which are designed to improve endurance while helping to avoid burnout With detailed training plans for 5K, 10K, half marathon, and marathon, plus tips for goal-setting, rest, recovery, injury rehab and prevention, strength training, and nutrition, this program will change the way runners think about and train for competitive races. Amby Burfoot, Runner's World executive editor and Boston Marathon winner, calls the FIRST training program "the most detailed, well-organized, and scientific training program for runners that I have ever seen."

Training and Development in Organizations introduces students to the field of training and development, showcasing how the role and function of training within an organization supports the organization's efforts at fulfilling its mission. Focusing on six themes – strategic view; training paradigm; training model; types of training; rubrics; and andragogy, a theory focused specifically on the adult learner – the author offers an applied approach to designing and implementing a training program. Readers will learn about different types of training programs, ranging from simple to complex, while a model program design demonstrates the critical elements associated with designing a program, such as subjects, time frame, learning objectives, and more. Practical

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exercises and thought-provoking end of chapter questions help students learn how to apply the concepts successfully, while Chapter Twelve specifically includes a variety of practical exercises for use in application-oriented assignments. Undergraduate students of human resource management, and training and development, as well as business managers seeking to develop their training knowledge, will appreciate this commonsense treatment of the subject.

Jeff's quest for the injury-free marathon training program led him to develop group training programs in 1978, and to author Runner's World articles which have been used by hundreds of thousands of runners of all abilities. His training schedules have inspired the second wave of marathoners who follow the Galloway RUN-WALK-RUN™, low mileage, three-day suggestions to an over 98% success rate. Jeff has worked with over 200,000 average people in training for specific goals. Jeff is an inspirational speaker to over 200 running and fitness sessions each year. His innovative ideas have opened up the possibility of running and completing a marathon to almost everyone. Philosophically, Jeff believes that we were all designed to run and walk, and he keeps finding ways to bring more people into the positive world of exercise.

Discover a proven way to start successful and cost-effective training programs that produce tangible bottom line results Follow along as you are guided through the steps for creating a business plan, developing standards and policies, and setting budgets.

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Hal Higdon's Half Marathon Training offers prescriptive programming for all levels of runners. Not only will it help you learn how to get started with your training, but it will show you where to focus your attention, when to progress, and how to keep it simple.

Training Camp is an inspirational story filled with invaluable lessons and insights on bringing out the best in yourself and your team. The story follows Martin, an un-drafted rookie trying to make it in the NFL. He's spent his entire life proving to the critics that a small guy with a big heart can succeed against all odds. After spraining his ankle in the pre-season, Martin thinks his dream is lost when he happens to meet a very special coach who shares eleven life-changing lessons that keep his dream alive—and might even make him the best of the best. If you want to be your best—Training Camp offers an inspirational story and real-world wisdom on what it takes to reach true excellence and how you and your team (your work team, school team, church team and family team) can achieve it.

Designing and Developing Training Programs Pfeiffer Essential Guides to Training Basics John Wiley & Sons

Trainers are always on the lookout for a quick, easy-to-use guide to help them through the process of designing, producing, implementing, delivering, and evaluating training programs. Training Design & Delivery is intended to be that

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simple, single-source guide for every trainer, training manager, and even the occasional trainer. Author Geri McArdle provides an easy-to-understand 20-step training system model, along with dozens of useful standard forms and client memorandums, step-by-step methodology checklists, and other job aids. It features a comprehensive trainer's toolkit that provides tips and techniques on subjects ranging from internal consulting to course construction, to games and retention exercises. After reading this book you will be able to answer the three most critical questions facing any training professional: What content should be included? How should the material be taught and delivered? How can you ensure that the training is working?

Designing and Developing Training Programs is filled with practical information, best practices, and proven strategies. This book will help both new and experienced trainers design and develop training programs that achieve results for both individuals and their organizations while meeting the challenges of today's fast-paced, rapidly changing learning environment. Created to be easy-to-use, Designing and Developing Training Programs covers a wide range of topics, including how to:

- Ensure that training is needed, relevant, and cost-effective
- Analyze the needs and characteristics of the audience
- Write behavioral learning
- Select the right content and design activities that help people learn
- Develop

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effective learning materials Create a program evaluation Design virtual and remote training programs Praise for Designing and Developing Training Programs "Janis Fisher Chan is truly a master designer, having an uncanny ability to help people to truly think. Her book is of real service to anyone in the field of training." —Manfred Kets de Vries, Raoul de Vitry d'Avaucourt Chaired Clinical Professor of Leadership Development and director, INSEAD Global Leadership Centre "What makes Janis Chan's book so exceptional is the variety of challenging, content-related exercises that bring the concepts 'up close and personal' into the reader's life and work." —Sharon Bowman, Author, *Training from the BACK of the Room!*

Effective fitness instruction and training programme design require an exercise specialist trainer to combine professional experience with strategies underpinned by scientific evidence. This book allows readers to develop their understanding of the scientific rationale behind important components of personal training, such as monitoring fitness and training programme design. Each chapter synthesizes the findings of cutting-edge scientific research to identify optimum training methods and dispel some myths that are prevalent in the fitness industry. The chapters within this new edition have been written by internationally renowned experts from several disciplines, including strength and conditioning, physiology,

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psychology, and nutrition. Contributions have also been made from esteemed academics who have conducted some of the scientific studies discussed within the book. The authors have interpreted and summarised the scientific evidence and produced evidence-based recommendations, allowing readers to explore the latest concepts and research findings and apply them in practice. The book includes several new chapters, such as evidenced based practice (EBP), and designing training programmes female clients. This second edition remains the essential text for fitness instructors, personal trainers and sport and exercise students. The book provides an invaluable resource for fitness courses, exercise science degree programmes and continued professional development for exercise professionals.

Hunter Allen and Andy Coggan, PhD have completely revised the book that made power meters understandable for amateur and professional cyclists and triathletes. Power meters have become essential tools for competitive cyclists and triathletes. No training tool can unlock as much speed and endurance as a power meter--for those who understand how to interpret their data. A power meter displays and records exactly how much energy a cyclist expends, which lends unprecedented insight into that rider's abilities and fitness. With the proper baseline data, a cyclist can use a power meter to determine race strategy,



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acing, and tactics. Training and Racing with a Power Meter makes it possible to exploit the incredible usefulness of the power meter by explaining how to profile strengths and weaknesses, measure fitness and fatigue, optimize workouts, time race readiness, and race using power. This new edition: Enables athletes to predict future performance and time peak form Introduces fatigue profiling, a new testing method to pinpoint weaknesses Includes two training plans to raise functional threshold power and time peaks for race day Offers 75 power-based workouts tuned for specific training goals This updated edition also includes new case studies, a full chapter on triathlon training and racing, and improved 2-color charts and tables throughout. Training and Racing with a Power Meter, will continue to be the definitive guide to the most important training tool ever developed for endurance sports.

Leaders want to see changes in behavior as a result of what people have learned and may expect these new behaviors to deliver results for the business. With the third edition of this book, readers have an opportunity to update their understanding of this classic evaluation framework and to learn from the case studies about how to effectively apply the framework to a variety of learning programs. Readers are presented with the tools and the know-how to tell their own story of value creation.---Foreword by Merrill C. Anderson, Ph.D, Chief

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Executive Officer, MetrixGlobal, LLC

Offers multisport athletes advice on how to understand the science of training and effectively self-train, providing sample training plans for different levels of multisport events, specific workouts for each type of plan, ratings for exertion levels, and generic training plans that can be used for all ability levels.

A well-planned, comprehensive orientation program benefits both organizations and employees. Investing in new employees pays big dividends in performance, retention, and engagement. But does your training program cover the essentials of making new hires feel informed, prepared, and supported? Organization development authority and prominent trainer Karen Lawson has created comprehensive new employee orientation workshops to ensure organizational onboarding is done right for the benefit of all employees, regardless of job level or function. Her two-day, one-day, and half-day agendas include the resources trainers need to deliver practical, interactive sessions. Your workshop will help ensure that new employees integrate smoothly and effectively into their organization and its mission. You'll also find tools and checklists developed specifically for busy supervisors and managers who conduct orientation in their departments.

Discover how today's corporations are benefiting from accelerated learning to

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speed training time, improve results, and reduce costs. Accelerated learning is the use of music, color, emotion, play, and creativity to involve the whole student and enliven the learning experience. The Accelerated Learning Handbook is the first definitive book to explain state-of-the-art accelerated learning techniques to trainers and teachers, and features 40 techniques designed to save money while producing far better results. Leading expert Dave Meier provides an overview of the background and underlying principles of accelerated learning, and reviews the latest supporting research results. Training professionals will look to The Accelerated Learning Handbook to: Improve the long-term value of training Cut course development time by half Discover tips for music- and computer-based learning

This highly specific and practical guide to the design, development, and evaluation of training programs integrates traditional instructional design practices with newer findings from educational research and applied cognition, and from recent advances in computer-based training. Integrates the major principles and methodologies from the fields of training, instructional design, cognitive psychology, and human factors engineering. Considers cognitive task analysis, rapid prototyping, user testing, principles of document and interface design, development of multimedia training programs. Features a chapter on

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litigation issues. For industry personnel responsible for developing training programs, and for students in courses on training and instructional design. This handbook is currently in development, with individual articles publishing online in advance of print publication. At this time, we cannot add information about unpublished articles in this handbook, however the table of contents will continue to grow as additional articles pass through the review process and are added to the site. Please note that the online publication date for this handbook is the date that the first article in the title was published online.

Don't Leave On-the-Job Training to Chance People become experts at their job by learning while doing. But when your employees need to develop a new skill, how do you ensure they all receive the same experience if a trainer isn't leading and guiding them? Most on-the-job training programs leave learners to sink or swim with whomever is overseeing their work. One worker may excel with a mentor who allows her to take charge of what she learns—while a second may get someone who uses the opportunity to offload paperwork and other administrative tasks. Learning While Working: Structuring Your On-the-Job Training shows you how to provide the focus and direction needed to track on-the-job progress and build a pipeline of better-skilled workers. Author Paul Smith combines real insight into building a structured program for project managers at the Waldinger

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Corporation with in-depth interviews of experienced learning and development professionals. Discover how a well-designed structured on-the-job training program can be your company's talent development answer to a Swiss Army knife. This book doesn't prescribe a one-size-fits-all solution. Instead, it will help you prepare a tailored, sustainable structured on-the-job training program for your organization. Included are practical tips to set defined roles for the learner, mentor, and trainer; create a tracking tool to clearly document skill growth; and ensure organizational learning gets put to use.

The second edition of this bestselling book, 'Return on Investment in Training and Performance Improvement Programs,' guides you through a proven, results-based approach to calculating the Return on Investment in training and performance improvement programs. Jack Phillips has composed user-friendly ROI calculations, plus: \*ten post-program data collection methods \*ten strategies for determining the amount of improvement that is directly linked to training programs \*ten techniques for converting both hard and soft data to monetary values 'Return on Investment in Training and Performance Improvement Programs, Second Edition' continues as a primary reference for learning how to utilize ROI to show the contribution of training, education, learning systems, performance improvement, and change initiatives throughout organizations. The

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book also details implementation issues, provides worksheets, and pinpoints non-monetary program benefits. A case study takes the reader through the ROI process step-by-step.

Active Training has become a classic book in the field of training and development and a standard text on graduate-level HRD programs. It turned instructional design on its head by shifting the emphasis away from the instructor and on to the learner. A lot has happened in the training field in the last 10 years since the previous edition was written and this new edition -- the third significant update in 25 years -- adds sections to comprehensively cover new learning technologies and applications, including social media, m-learning, and creating affordable media; addresses the evolving role of trainers, including onboarding, leading change, coaching managers, mentoring, internal consulting, and building teams; tackles new business realities and challenges, including doing more with less, globalization, and working with multi-generational workforces; and offers best practices for new trainer tasks, skills, and knowledge, including working with the C-suite, engaging and retaining employees, developing leaders, vendor management, and working with SMEs. Revisions include updated workplace examples, new and revised templates and worksheets, updated theory and research sections, and expanded guidelines on evaluating and training ROI, extending the value of training programs, and managing Active Training programs to show state-of-the art applications. What will continue to set these books apart is the relevance of dozens of new examples, the wisdom and impact of fresh practical tips, and the rigor and expertise supporting dozens of exercises and techniques.

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"All learning leaders want their organizations to be perceived as great, but what makes a "great" training organization? How does a training organization achieve greatness, particularly from the perspective of the corporate execs, learners, and any customers, clients and partners that interact with it? This book presents findings that are based on the data, information, and experiences shared with Training Industry, Inc. by several hundred learning professionals over a five-year span, from 2008 to 2012. These eight process capabilities, outlined below, have been identified as the key functions in the design, delivery and management of corporate workforce training. Strategic Alignment: Designing learning programs that align with business objectives; ContentDevelopment: Designing, developing, managing and maintaining content; Delivery: Managing a network of instructors and delivering content using multiple modalities; Diagnostics: Identifying causes of problems and making recommendations; Reporting & Analysis: Defining business metrics and reporting the data to make business improvements; Administrative Services: Scheduling, registering and performing other learning operations and support functions; Technology Integration: Integrating learning technologies with each other or with other corporate applications; Portfolio Management: Managing, rationalizing, maintaining and updating large portfolios of programs. This book consists of eight sections, focusing on each of the process capabilities in detail and presenting practice ratings data. In addition, individual practices are explained further, noting specific procedures or scenarios and how they are best executed, all supported by best practices and advice from learning leaders."--Publisher's website.

Designing Resistance Training Programs, Fourth Edition, is a guide to developing individualized training programs for both serious athletes and fitness enthusiasts. In this

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updated and expanded fourth edition, two of the world's leading experts on strength training explore how to design scientifically based resistance training programs, modify and adapt programs to meet the needs of special populations, and apply the elements of program design in the real world. Fleck and Kraemer provide readers with a thorough understanding of the process of designing resistance training programs from both scientific and practical perspectives. As with previous editions, the fourth edition includes comprehensive tables that compare data and conclusions from research on core topics related to design of resistance training programs. By summarizing research and content for the reader, these tables offer a study guide, on-the-job reference, or starting point for further research. Designing Resistance Training Programs, Fourth Edition, is the only resource available that presents the body of research in the field in this organized and comprehensive format. The fourth edition has been thoroughly revised to present the most current information while retaining the studies that are the basis for concepts, guidelines, and applications in resistance training. Meticulously updated and heavily referenced, the fourth edition contains the following updates:

- A full-color interior provides stronger visual appeal for the text.
- Sidebars focus on a specific practical question or an applied research concept, allowing readers to connect research to real-life situations.
- Multiple detailed tables summarize research from the text, offering an easy way to compare data and conclusions.
- A glossary makes it simple to find key terms in one convenient location.
- Newly added instructor ancillaries make the fourth edition a true learning resource for the classroom.

Designing Resistance Training Programs, Fourth Edition, begins by outlining the principles of resistance training and exercise prescription, and examines the various types of strength training, including isometrics and eccentric training. This is followed by a discussion



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of resistance training from a physiological perspective and an overview of how resistance training programs interact with the other conditioning components such as aerobic, interval, plyometric, and flexibility training. Readers will then explore advanced training techniques, how to manipulate training variables in a long-term resistance training program, and ways to plan rest into long-term training that minimizes losses in fitness or performance gains. An important text for students, researchers, and practitioners, this textbook offers the information and tools to help readers evaluate resistance training programs and better understand the context and efficacy of new data findings in this ever-changing field. *Designing Resistance Training Programs, Fourth Edition*, is an essential resource for understanding the science behind resistance training and designing evidence-based resistance training programs for any population. This text provides the tools for understanding and designing resistance training programs for almost any situation or need.

First published in 1994. Routledge is an imprint of Taylor & Francis, an informa company. Rapid Training Development Professionals who develop training courses know that during the challenging developmental phase of the five-part Instructional Systems Design—Analysis, Design, Development, Implementation, and Evaluation—the actual learning materials are created. The development phase is at the very heart of building a successful training program. They also know that creating learning materials can be an extremely time-consuming process. Rapid Training Development offers a much-needed resource that outlines rapid approaches and handy techniques for creating effective learning materials that get results. Written by George M. Piskurich, a leader in organizational learning, this vital book is a hands-on guide for developing training courses that can be delivered in a variety of ways—in the classroom, on-the-

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job-training, asynchronous and synchronous e-learning, structured mentoring or the newest mobile technologies. The book is filled with practical tips, guidelines, and shortcuts that are targeted to each of the various training delivery systems. Rapid Training Development explains what is (and what isn't) course development and provides a wealth of general rapid course development techniques and suggestions for all types of course development. Filled with illustrative examples, the book shows how various rapid development techniques can be applied in real-life training development situations. The author explores the use of various techniques for rapid course development such as self-directed learning and performance tools. The book also includes the most current delivery system approaches such as e-learning and popular mobile technologies—podcasting and PDA-based learning. Rapid Training Development is a hands-on guide for doing it faster, doing it easier, and doing it right. While upbeat lingo abounds about “complementing strategic objectives” and “driving productivity,” the fact is that most training does not make a significant enough impact on business results, and when it does, training professionals fail to make a convincing case about the value added to the bottom line. The vaunted “business partnership model” has yet to be realized—and in tough economic times, when the training budget is often the first to be cut, training is on trial for its very existence. Using a courtroom trial as a metaphor, Training on Trial seeks to get to the truth about why training fails and puts the business partnership model to work for real. Readers on both sides of the “courtroom” will learn how to stop viewing training as a cost center, and bridge the gulf between what learning functions deliver and what business units need to execute their strategies. A thought-provoking read for trainers and business unit leaders alike, Training on Trial provides a new application of the Kirkpatrick Four-

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Level Evaluation Model and a multitude of tips and techniques that allow lessons learned to be put into action now.

This second edition of the best-selling book, *Improving On-The-Job Training*, provides professional trainers, HR managers, and line managers with a hands-on resource for installing a low-cost, low tech approach to planned on-the-job training program that will improve real-time work performance throughout an entire organization. A comprehensive volume, *Improving On-The-Job Training* Offers guidelines for establishing an OJT program. Outlines the key management issues that should be addressed when starting up a program. Describes effective methods of training the trainers and learners. Shows how to identify the need for planned on-the-job training. Explains how to analyze work, worker, and workplace OJT. Offers vital information for preparing and presenting on-the-job training. Illustrates how to evaluate results of OJT. Describes aids to planned on-the-job training. Includes six valuable lessons about planned OJT programs.

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