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Facilitation Basics (Paperback)

By Donald McCain

American Society for Training Development, United States, 2015. Paperback. Condition: New. 2nd Revised edition. Language: English . Brand New Book. Whether you are a subject matter expert who occasionally takes on a trainer role, a trainer who wants to build on solid presentation skills, or anywhere in between, Facilitation Basics will help you create supportive and effective learning. This complete how-to guide is designed to improve your facilitation proficiency so you can give face-to-face as well as online and virtual classroom learners your best. Part of ATD's Training Basics series, this publication offers practical examples, worksheets, and tools that make workplace learning easy and rewarding. You'll walk away with proven facilitation techniques and a deeper understanding of how to manage difficult participants and use media to support learning. This refreshed second edition will guide you through how to: enhance your skills as a facilitator create supportive and effective learning environments for face-to-face and online learners ensure learning is transferred to the job. About the Training Basics Series ATD's Training Basics series provides a baseline explanation of the theories and concepts behind featured topics, as well as instructions for their practical day-to-day application in the workplace. Additional titles include Adult Learning Basics, Competency-Based Training Basics,...



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