The ASTD Training and Development Handbook: A Guide to Human Resource Development

By Robert Craig

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A Treasure of Performance-Boosting Tricks for Trainers! The best training and development handbook ever published just got bigger and better! The ASTD Training and Development Handbook, Fourth Edition, by Robert L. Craig, is bursting with great new training ideas that'll help you work your magic in your organization. Top industry leaders give 100s of practice-proven techniques you can use right now to: Develop effective leadership skills; Exploit self-directed learning to meet empowerment, continuous improvement and other quality goals; Maximize an increasingly diverse workforce; Select and develop professional training staff; Design customized instructional systems; Build employee participant and involvement; Promote computer literacy in your workplace; Prepare for organizational development and change; Sell management on the importance your HR programs; Measure and evaluate training results; Much more!

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Editorial Review

From the Back Cover
The standard reference in the field--now more timely than ever! The ASTD Training & Development Handbook This is the book that human resource development professionals have long turned to for the most up-to-date knowledge available in designing employee training and learning systems. sponsored by the American Society for Training and Development, the Handbook is a collection of the newest and best ideas from today's leading companies and top executives. This fourth Edition, 80 percent of which is new material, covers such areas of current interest as: creating the "learning organization"; Outsourcing; Electronic performance support systems; Interactive multimedia and development; Training for global operations; Benchmarking for best practices; And much more!

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Elizabeth Cao:

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