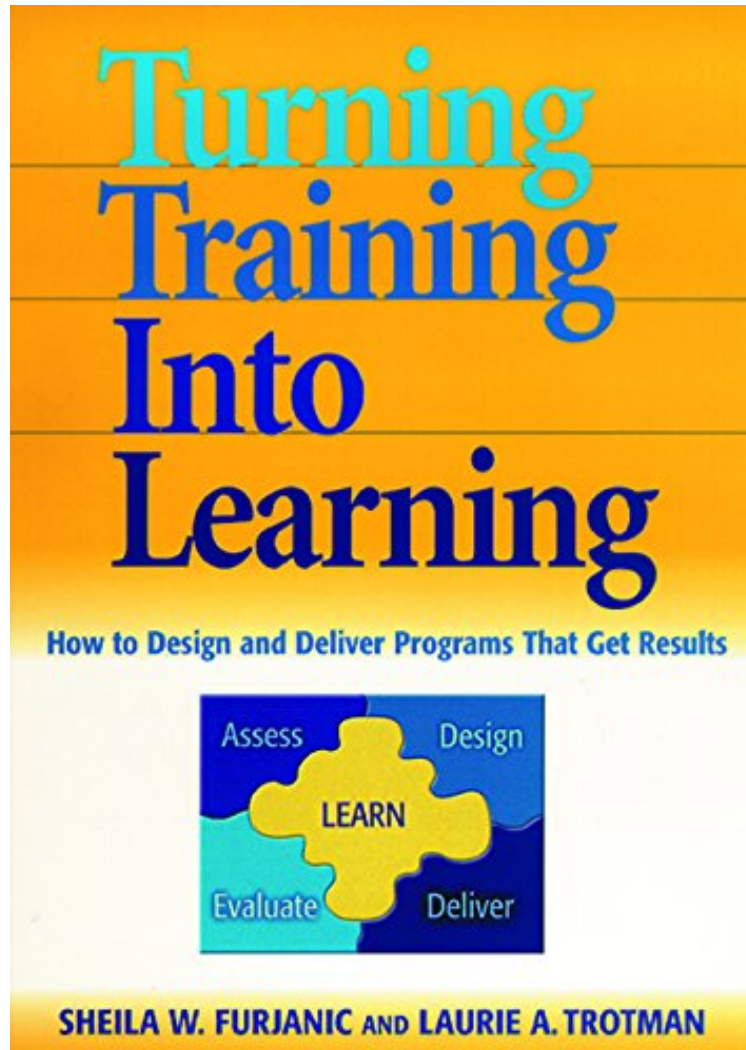


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Turning Training into Learning: How to Design and Deliver Programs That Get Results

Sheila W. FURJANIC, Laurie A. TROTMAN
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their job. It provides an innovative and practical approach to organizational training. All the tools you need to identify, design and administer the training are included in this book. It is packed full with guidelines, models, checklists, forms, templates and other easy-to-use tools. I highly recommend this book for anyone involved in conducting organization training. 2 of 3 people found the following review helpful. A Very Helpful Handbook By A Customer This book would be good for someone, who needs guidance in the process of developing an effective training session. The authors' Shelila W. Furjanic and Laurie A. Trotman separated this training handbook into two parts. Part one focuses on the training process and part two on the LEARN process. In each part, it has many examples and samples to use as a guide, when developing a training session. It also provides valuable information that is a good reference, for a new trainer. Overall, this book is an excellent guide to anyone who is interested in developing a training program. It covers everything that a person needs to know, about the training process in one book. I have learned so much from reading this, that I am sure that it is going to be a very good reference for me in my future, career endeavors. This is more than a book; it is a handbook, in which I would recommend to anybody who is new to the training process.

Just as you can lead a horse to water, but it won't necessarily drink, so you can give an employee training, but he may not actually learn...unless, of course, the trainer uses this insightful new book. Turning Training into Learning provides a specific, tested method for making sure training equals real learning. Written for anyone who must train others, this step-by-step guide shows exactly how to create a program that engages trainees and ensures that they remember and use what they've learned when they get back to work. Readers learn how to: * Analyze exactly what a particular trainee needs * Establish a safe environment where questions are welcomed * Demonstrate to learners why the training is relevant to them * Understand the process by which adults learn * Place real learning within the context of the traditional training cycle: assessment, design, delivery, and evaluation.

About the Author Sheila Furjanic (Croton-on-Hudson, NY) is manager of training and development at NYU Medical Center, where she has led many major training initiatives. Laurie Trotman (New York, NY) works with Andersen Consulting in the areas of training, organization design, and human resources management.