



The Trainer's Handbook

Karen Lawson

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The Trainer's Handbook walks readers step-by-step through the training process and contains tips on assessing the needs of participants, keeping training learner-centered, incorporating activities into training, selecting audiovisual aids, and closing sessions creatively. As practical as it is instructive, the guide is filled with worksheets, checklists, and assessments--reproducible on the accompanying CD-ROM--that are designed to be flexible so trainers can plan their own paths to success. New content shows trainers how to train successfully in a down economy, as well a new Instructor's Guide.

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