

ABOUT THIS BOOK

Why is this topic important?

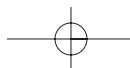
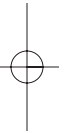
Trainers sometimes fail to ask enough questions or the right question prior to designing, redesigning, or presenting a training program as the solution to a problem. Then they find out during the training event, or just after it ends, that the training missed the mark. Even trainers who put together a training plan before reserving a classroom and rolling out a training program can run the risk of wasting resources and reaping unsatisfactory results. With economic pressure to cost-justify every training dollar, trainers need to have a clear objective for what training will accomplish and a specific plan for how to get there.

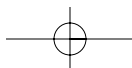
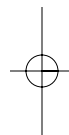
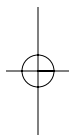
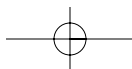
What can you achieve with this book?

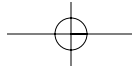
This book provides models and tools to help trainers become more strategic and focused in their efforts so that greater results can be achieved. Go beyond the basics of asking a few questions by selecting the right type of needs analysis, conducting the needs analysis appropriately, and creating a training plan to sell to management on meeting a business need. Conserve precious resources by providing training only when it is needed.

How is this book organized?

Each chapter begins with objectives to help trainers and course designers identify what new skills and insights can move their needs assessment skills beyond the basics. Chapter tools, including models, examples, templates, and checklists are provided in the accompanying CD for customizing and duplication. Each chapter begins with questions that guide the reader through the chapter contents. Finally, a chapter on how to summarize all the needs assessment data into a training plan completes the book. The reference section identifies the competencies with supporting knowledge, skills, and attitudes that a trainer or course designer needs to conduct various types of needs analysis and develop a training plan.







About Pfeiffer

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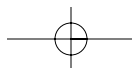


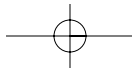
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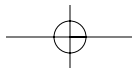
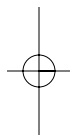
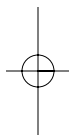
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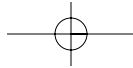
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For Richard





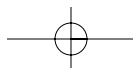
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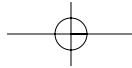
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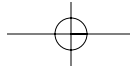
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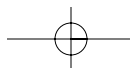
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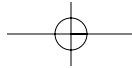
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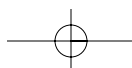
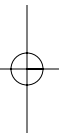
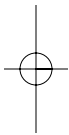
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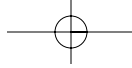
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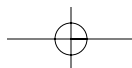
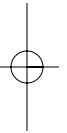
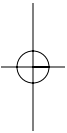
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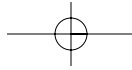
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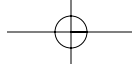
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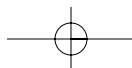
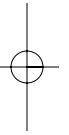
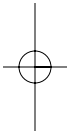


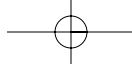
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