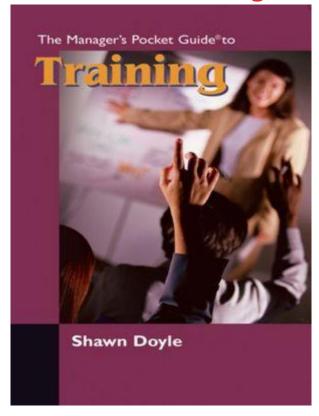
Manager's Pocket Guide To Training, The - Shawn Doyle



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Quickly acquire the know-how to implement training and get results. Learn everything you need to know as a leader about training - and how to use it to get results. If you're not satisfied with current levels of performance and want to turn training into a major contributor to the bottom line, this pocket-size guide will be invaluable. A simple and quick read, the book contains seven chapters that cover: The benefits of training to the organization and its customers; What is training and when is it needed; Training basics; learning styles, timing, the importance of fun; Types of training: classroom, e-learning, self-study and more; Source of training delivery: HR department, outside consultants, training vendors; Working with the training team; The future of training and how to keep up. Author Shawn Doyle, who has been involved in training and development for the past 19 years, has had the opportunity to observe leadership in all kinds of organizations. He distills the essential knowledge busy leaders need to get the full benefit of training, including how to: Increase retention and decrease recruitment and hiring costs; Improve the morale of employees; Save money by eliminating errors; Drive productivity; Make hiring easier; Save time by reducing confusion and redundancy; Increase employees' confidence; Prepare employees to better

represent your company. Author: Doyle, Shawn Publisher: HRD Press Illustration: N Language: ENG Title:

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