



## 10 Steps to Successful Training (Paperback)

By Elaine Biech

American Society for Training Development, United States, 2009. Paperback. Condition: New. Language: English . Brand New Book. This is not your typical training book. You won't find a traditional training-cycle outline or a classic training table of contents. Instead, this book pinpoints the key actions necessary to successful training and focuses on the elements with the most influence on bottom-line results. Throughout the book you'll discover helpful, ready-to-use tools: worksheets, evaluation forms, tables, checklists, case studies, and reminders and suggestions. Whether you're a middle- or upper-level manager, or a workplace learning or human-resource professional, 10 Steps to Successful Training can provide you with options for enhancing the learning environment in your organization. Boost your success as a trainer and help others learn more effectively by investing in this essential guidebook today.

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