



# Pfeiffer Library CD-ROM

TRAINING AND DEVELOPMENT RESOURCES

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# Pfeiffer Library Cd Rom Training And Development Resources

**Jill Nemiro**



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from the emerging trainer's perspective by providing just the right amount of support and knowledge without going too deep into the subject. The topics covered include when and how to do a training needs analysis using informal and formal analysis techniques, goal task and population analysis, and how to develop and present a training plan for management approval. Each chapter includes appropriate data gathering tools. The Skilled Trainer series provides practical guidance for those who've had some exposure to training and would like to take their career to the next level.

**The Handbook of Blended Learning** Curtis J. Bonk, Charles R. Graham, 2005-12-30. This comprehensive resource highlights the most recent practices and trends in blended learning from a global perspective and provides targeted information for specific blended learning situations. You'll find examples of learning options that combine face-to-face instruction with online learning in the workplace, more formal academic settings, and the military. Across these environments, the book focuses on real-world practices and includes contributors from a broad range of fields, including trainers, consultants, professors, university presidents, distance learning center directors, learning strategists, and evangelists, general managers of learning, CEOs, chancellors, deans, and directors of global talent and organizational development. This diversity and breadth will help you understand the wide range of possibilities available when designing blended learning environments. Order your copy today.

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***The Complete Guide to Simulations and Serious Games*** Clark Aldrich, 2009-09-17. Ready to blow your mind? Spend 15 seconds reading Clark Aldrich's *The Complete Guide to Simulations and Serious Games*. Witty, fast-paced, and non-linear, it's Spock meets Alton Brown. Lynne Kenney, Psy.D., The Family Coach. This exciting work offers designers a new way to see the world, model it, and present it through simulations. A groundbreaking resource, it includes a wealth of new tools and terms and a corresponding style guide to help understand them. The author, a globally recognized industry guru, covers topics such as virtual experiences, games, simulations, educational simulations, social impact games, practiceware, game-based learning, digital game-based learning, immersive learning, and serious games. This book is the first of its kind to present definitions of more than 600 simulation and game terms, concepts, and constructs.

***The Masterful Coaching Fieldbook*** Robert Hargrove, 2007-03-12. Robert Hargrove shares his secrets as a masterful coach with leaders of all levels. Coaching is about realizing an impossible dream and winning at the great game of business, not just about changing attitudes and behaviors. This book describes: How to find the best talent on earth; How to create an impossible future and WIN in your business; How to create a winning game plan; How business can be the ultimate self

development and growth experience      *Learning Paths* Steve Rosenbaum, Jim Williams, 2004-08-20 Describes a systematic approach to reducing time to proficiency The book is divided into three sections 1 The Learning Path Methodology which walks the reader through the major steps and strategies needed for building Learning Paths 2 Doing the Right Training the reader is presented with a wide range of strategies methods and techniques that can be targeted to the training within a Learning Path and tied to an organization's particular business needs 3 Do the Training Right in conclusion shows how to ensure the training within a Learning Path is delivered in the most cost effective manner and introduces methods for structuring training so that it transfers to the job easily and effectively      The 2007 Pfeiffer Annual Elaine Biech, 2007 The 2007 Pfeiffer Annual Consulting is a ready made toolkit of ideas methods techniques and models that assist and support your work as an organizational consultant The materials provide highly accessible means of interacting with a diverse variety of systems and processes from collaborative work systems and executive coaching to strategic planning and organization development      *Lessons in Learning, E-Learning, and Training* Roger C. Schank, 2005-02-14 This collection of essays offer a perspective on what today's instructional designers and trainers do why they do it and how they do it The three main points covered are what can and cannot be taught how people think and learn and what technology can really effectively provide In addition each essay offers practical guidance and includes a summary of ideas tips and techniques things to think about checklists and other job aids      **Confirmative Evaluation** Joan C. Dessinger, James L. Moseley, 2003-12-22 This much needed book offers trainers consultants evaluation professionals and human resource executives and practitioners a hands on resource for understanding and applying the proven principles of confirmative evaluation Confirmative evaluation is a marriage of evaluation and continuous improvement Unlike other types of evaluation which are used during the design of a learning program or applied immediately after conducting a program confirmative evaluation follows several months after the program is implemented It tests the endurance of outcomes the return on investment and establishes the effectiveness efficiency impact and value of the training over time      25 Activities for Developing Team Leaders Fran Rees, 2005 25 Activities for Developing Team Leaders In this book acclaimed team development and leadership expert Fran Rees has written the long awaited companion to the bestselling book 25 Activities for Teams 25 Activities for Developing Team Leaders is organized around her L E A D model of facilitative leadership Lead with a clear purpose Empower to participate Aim for consensus and Direct the process Created as a hands on resource for trainers facilitators and team leaders 25 Activities for Developing Team Leaders includes a variety of exercises that will help foster team leadership skills including simulations discussions problems to solve role plays and real work collaboration The book explores a wide variety of topics and includes development activities that cover how to Define the role of the team leader Apply the L E A D model to team leadership and development Coach team members and the team Design purposeful participative team meetings Create effective team communication Address team challenges Resolve conflicts and disputes Conduct team self evaluation Each

activity in the book can be used as a stand alone learning exercise or in any combination to create a formal team leader development curriculum. The activities can also be used by team leaders during informal team meetings. 25 Activities for Developing Team Leaders is designed for today's modern working environment. The activities are flexible enough to fit the needs of a particular group and designed to be delivered in timeframes sensitive to busy work schedules. This book is a critical resource for any reader who wants to develop themselves or others as strong team leaders and high performing teams. Team leaders, human resource and training employees will find this resource easy to execute and invaluable in building a structured program and one that gets results. External consultants will find the text to be helpful in structuring their project plans for clients. Leigh Wilkinson, HRD consultant, State of Maine Office of Training and Development. *Pfeiffer Library CD-ROM Version 4.0*, Pfeiffer, 2007-12-14. Announcing the new Pfeiffer Library CD ROM version 4.0 bringing together more than 2,500 exercises, assessments and games for trainers. What's new about this edition? Resources far beyond the Pfeiffer Annuals for the first time this new edition features training games and activities: icebreakers, openers, energizers, closers, and other training activities from a wide variety of Pfeiffer's best authors in addition to the entire collection of the Pfeiffer Annuals. A brand new interface, new and completely redesigned, making this application run smoother than ever before while being super intuitive and user friendly. Advanced search functionality, easier access to the tools you need. Search by topic, method, type of tool, time required, author or keyword. New user's guide, more user friendly and complete. Designed to get you up and running immediately. This unparalleled collection contains proven training activities, instruments, essays, and theories from the most respected professionals in the training and development field. There's never been an electronic training library like this one. In just a few clicks you can have a training solution that is right for your specific situation. Then simply customize it as you see fit: add your company logo, contact information, etc. and print. It's that fast and easy. **Corporate Learning** Mike Dulworth, Frank Bordonaro, 2005-06-28. In *Corporate Learning*, Mike Dulworth and Frank Bordonaro offer down-to-earth information and advice for increasing organizational performance. The book shares useful insights about building leadership talent as researched and presented by a top-notch cadre of contributors. *Corporate Learning* also outlines a five-step field-tested learning strategy that organizations can use to increase the capacities of their leaders. In addition, *Corporate Learning* contains a handy Fitness Quiz and illustrative real-life stories from Frank Bordonaro's stellar career as head of learning for three major corporations. Praise for *Corporate Learning*: The authors, all experts in their fields, make the undeniable case that real learning is at the heart of successful leadership strategy and organizational change. Better yet, they tell us how to get it done. John Alexander, president, Center for Creative Leadership. Mike Dulworth and Frank Bordonaro have written a terrific book that is highly valuable for everyone involved in learning and executive development. Their five steps provide excellent practical guidance for what leaders of learning should do. This is a very readable book and I highly recommend it. Ted Hoff, vice president learning, IBM Learning Center. **Live and Online!** Jennifer Hofmann, 2004-02-26. This book suggests tips for

the virtual classroom ways for trainers to communicate and for students to behave when body language and eye contact are eliminated The successful online program starts with valid content and instructional design Next there must be participant motivation opportunities to collaborate and interact usable technology and an active trainer A CD Rom contains sample exercises for using whiteboards chats breakout rooms application sharing and synchronous web browsing appendices include a design checklist sample leader and participant guides vendor list and glossary

**Creativity in Virtual Teams** Jill Nemiro, 2004-02-23 Building Creativity in Your Virtual Teams Creativity in Virtual Teams is a well researched and practical resource that offers a new model for attaining high levels of creativity in virtual working arrangements to anyone who designs manages or participates in virtual teams Written by Jill E Nemiro an expert in organization and virtual team building Creativity in Virtual Teams provides a valuable tool that takes you beyond mere theory Within these pages the author leads you through a series of diagnostic tools questions for reflection checklists and exercises that will help you assess and develop the five key components design climate resources norms and protocols and continual assessment and learning that will foster creativity in your virtual teams In addition Creativity in Virtual Teams is filled with illustrative lessons learned from nine highly successful and innovative virtual teams Praise for Creativity in Virtual Teams Nemiro has done an impressive piece of research on this so far neglected area creativity in virtual teams If you manage or belong to a team that aspires to higher levels of creativity and what team doesn't you'll find this book invaluable thought provoking and highly readable Jessica Lipnack and Jeffrey Stamps authors of Virtual Teams Having dealt with small to large virtual teams for over a decade Dr Nemiro's book is the first book to provide a comprehensive concise understanding of the dynamics and structure of virtual teams A combination of theory and practical tools for all those either interested in establishing or bettering existing teams Patricia G Flores region account manager Global Diversity Sourcing Hewlett Packard Creativity in Virtual Teams is a must read for those who are working on or with virtual teams It provides methods for continual assessment and learning in developing high levels of creativity in virtual teams This book is an important resource for teams transitioning into this new way of working Nancy Sarti manager employee development Southern California Edison This is the first serious study of creativity in virtual teams It offers a comprehensive framework and valuable assessment tools for putting the book's lessons into practice in any organization Vijay Sathe The Peter F Drucker Graduate School of Management Claremont Graduate University author Corporate Entrepreneurship

**Training and Development Yearbook** Carolyn Nilson, Carolyn Nilson, PH.D PhD, Ed.D, 1999 One stop shopping for all the latest information literature and resources needed by trainers The Yearbook features the best full length articles from leading publications plus abstracts of hundreds of other articles The Trainers Almanac is a unique yellow pages guide to professional organizations conferences sources software reference books journals and newsletters

**Michael Allen's 2008 e-Learning Annual** Michael W. Allen, 2008-03-03 The field of e learning has experienced dramatic and at times chaotic growth Over time as technology has improved and its advantages have

become clear e learning has gained widespread acceptance It is now the fastest growing sector of corporate learning Michael Allen s 2008 e Learning Annual presents a wide range of perspectives from some of the earliest and most renowned leaders in field This important resource will help both educators and trainers create purchase and apply quality e learning programs more effectively It provides a wealth of applicable history and guidance for all persons contemplating e learning from the student to the organizational leader It frankly and objectively presents lessons learned and the critical steps to success Michael Allen s 2008 e Learning Annual is part of the Pfeiffer Annual series first published in 1972 CLENEExchange ,1998  
*Books In Print 2004-2005* Ed Bowker Staff,Staff Bowker, Ed,2004

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