

Facilitator Guide Formats

The Facilitator Manual's purpose is to plan and structure different session, including recommended activities and tips to adapt the session for various types of trainings. The Training Manual is one component of Training resource kit. The resource kit provides guidance and tools for preparing, designing and implementing trainings. The Facilitators' Manual for training of facilitators includes the materials needed to build the capacity of the facilitators and the points to be covered. This Manual must be read in its entirety before implementing a training session as it has been prepared to familiarize them with the proposed course, follow and review the facilitators guideline, materials needed to facilitate each session, and gain confidence before entering the session. Participant learning and the overall success of the training session lies on the shoulders of the Facilitators. Therefore, they should be enthusiastic enough to spread positivity in the room, so that Participants feel comfortable to ask any questions, even simple ones. The should arrive at least an hour before the starting time to set-up the room and materials as per training needs. Also, it is the duty of Facilitators to engage participants throughout the session. Participants can be engaged by encouraging them to contribute in the topic, their views / opinions to be allowed. In general, the common list of materials required for training / workshop includes: Laptop, LCD projector, Screen, power cords, Mouse Pointer, PowerPoint Point, Flip charts, easels, tape, Colored markers, Name tags/name placards, Participant packets, Attendance sheet, Agenda, Case Study, election related different Proformas / forms / formats, EVM-VVPAT etc.

The peer-to-peer (P2P) training approach involves small groups of people from similar social groupings, who are not professional teachers, helping each other to learn. The P2P approach has great potential for rapidly identifying emerging lessons learned and integrating them into wide-reaching Army training. The present research identified the instructional principles and best practices for P2P from academia, industry, and the military supporting effective P2P training and incorporated them into a Soldier-friendly facilitator's guide. A formative evaluation was conducted with Soldiers using the guide to prepare and conduct group discussions for a face-to-face group setting and a distributed group setting where Soldiers were linked via video teleconference. One group of Soldiers served as 'facilitators?' and used the facilitator's guide to prepare and lead discussions with other Soldiers who served as 'learners.' Feedback on the guide was mostly positive with Soldiers indicating that the guide provided an appropriate amount of information and a usable format and tools for structuring and fostering group discussions. Ongoing efforts to transition P2P methods into Army training are discussed.

There are many books available covering the Training Within Industry (TWI) programs, but few include any unique material on adaptation or modification - This dearth of new has caused practitioners to alter the programs without understanding the underlying principles. These changes have made the programs less effective. One must, however, maintain the principles used in the programs when changing the delivery of the programs to suit the culture. The purpose of The TWI Facilitator's Guide: How to Use the TWI Programs Successfully is to prevent the TWI programs from falling into misuse and disuse. This book will explain the main principles of the TWI programs and what they can accomplish, but it will also stress what they are not. This book reviews what the programs are and then explains how to use them. It tells why we do certain aspects of each program. When we know why we do something, we won't stop doing it for the wrong reason.

Forming Couples for a Sacramental Marriage

Interactive Cases and Assessment Tools for Emergency Medicine Educators

Facilitator's Guide Management Extra

A Facilitator's Guide for by the People

Cognitive-Behavioral Stress Management for Prostate Cancer Recovery Facilitator Guide

A Framework for Social Change

From David Osborne, the best-selling author of Reinventing Government and Victor Colon Rivera comes the training material you need to implement reform and renewal in government. Since the publication of Reinventing government, readers have sought hands-on materials for implementing the revolutionary concepts of this book in their own organizations. In the Reinventing Government Workbook and Facilitator Guide, David Osborne and Victor Colon Rivera give you the tools you need to effectively apply the principles behind the reinvention revolution that is changing the way government works. The Facilitator Guide offers detailed, step-by-step instructions on making the training experience rewarding and memorable. It provides: The groundwork for understanding and preparing for the Reinventing Government Workshop and using the workbook *Suggestions, in checklist format, to help promote the workshop and foster communication with decision makers and potential participants *A checklist of ideas, suggestions, and items needed to run a successful workshop *Information in a step-by-step recipe format to assist you in introducing the workshop, managing the group, and running each of the four modules *Additional exercises and overheads designed for longer formatted workshops or courses *Reproducible masters that correspond to all overheads The user-friendly workbook brings the principles of Reinventing Government to life, helps participants apply the principles, and inspires improved performance. It offers: A guide to developing innovative and better ways of conducting public business Tools and techniques to increase the effectiveness of your organization Examples of successful governments that are reinventing themselves today Designed for use in federal, state, and local government, the workshop material includes exercises, brain teasers, and discussion items to create an interactive, involving learning environment. It also gives you the flexibility to run a one-day, two-day or longer workshop.

Inspire collaborative, creative conversations using a wide variety of images with Visual Explorer. A favorite of CCL's own program facilitators, Visual Explorer offers everything you need to utilize this proven method of developing ideas and insights into useful dialog as part of your leadership development training.

BOOK

The TWI Facilitator's Guide

Strategic Play

Step-by-Step Procedures, Checklists and Guidelines, Samples and Templates

Facilitator's Manual on Election Training

Stirring the Head, Heart, and Soul

The Reinventing Government Facilitator's Guide

After teaching more than twenty years in Los Angeles public schools, author Dr. Susan Farr Gabriele became disheartened with the state of schools. Too many influences took her away from the actual teaching of children. Gabriele turned to graduate school to seek answers to the problems in public education. In New Hope for Schools, she shares the results of her studies and the creation of a system that works for education. Gabriele discusses her experiences as a teacher and teacher turned detective looking for answers in her teaching experience and postcareer graduate school. She then reveals a breakthrough theory to demystify the behavior of people in schools, gleaned out of Boulding's Typology of System Complexity. As a result, she created the RoundTable, a practice designed to be an effective new tool for schools and classrooms, as well as a seed for systemic renewal. She also provides a three-pronged solution for unshackling and revitalizing schools and workplaces. New Hope for Schools presents new theory, new practice, and a user-friendly solution for systemic school renewal. It offers compelling new insights and solutions for all school decision makers—from educators, to parents, students, educational scholars, researchers, and policy makers. "A powerful way to learn ...the RoundTable provides a kind of learning experience that makes a real contribution to the community as a whole..." —SUSAN McCORMICK, Polson School District

Superintendent, Polson, Montana; School Improvement Consultant, Montana Office of Public Instruction, Helena, Montana

Getting people to play together nicely is one thing. Getting them to work together productively is a very different challenge. This practical fieldbook gives managers, trainers, and group leaders in any industry the tools to turn their teams into well-oiled machines.

Talk Moves: A Facilitator's Guide to Support Professional Learning of Classroom Discussions in Math provides preservice and inservice instructors, coaches, and facilitators with real, classroom-based video examples that illustrate the principles and practices covered in the authors' best-selling book, Talk Moves: A Teacher's Guide for Using Classroom Discussions in Math. Ideally, the three components-- facilitator's guide, online videos, and teacher's guide--are used together. The video examples demonstrate how the talk tools described in the book can be used successfully in

typical classrooms. Facilitator's Guide Virtual Training Tools and Templates: Action Guide to Live Online Learning offers proven resources for delivering top-notch virtual training programs. Make expert trainer Cindy Huggett's professional savvy of virtual tools your own, and discover new perspectives from a range of training facilitators and real-world learners. Action Guide to Live Online Learning offers a simple, step-by-step process (get started, get going, and get going) that helps you select the right technology, then offers detailed sections on how to design content, develop activities, and work with both facilitators and producers. And if you're wondering how to prepare participants and evaluate program results, Huggett does not disappoint. Follow along as she guides you with new and relevant tips, tools, and templates every step of the way. A virtual training pioneer, Huggett wrote this book for you---instructional designers, facilitating trainers, learning coordinators, and training managers. And she continues to experiment with creative techniques and hone her skills so you can jump in with confidence. This complete guide builds on the author's popular The Virtual Training Guidebook---use them together or on their own to delve into Huggett's holistic approach to virtual training.

Marriage in the Lord, Facilitator's Guide

Visual Explorer Facilitator's Guide

Character Vol 3 Facilitator's Guide

How Christ Changes Us by His Grace

Experience Explorer Facilitator's Guide

Pathways to Recovery Group Facilitator's Guide

The complete guide to help successfully implement a HACCP system The HACCP Food Safety Training Manual is a complete, user-friendly guide to the proper food handling procedures, hazard and risk analysis, monitoring techniques, and record keeping that every operation serving or selling food should follow. Collectively called the Hazard Critical Control Point (HACCP) plan, this system is recognized by the U.S. Secretary of Agriculture and must be used during the preparation and service of meals. Incorporating the most recent rules and regulations of the FDA Model Food Code, this helpful manual reviews food safety and food defense prerequisite programs and clearly outlines the major principles that define a successful HACCP system. The goal of this HACCP training program goes further to enable the reader to master the five points of the HACCP star. The five major points that define a successful HACCP system are: Establish Prerequisite Programs Apply Food Defense Evaluate Hazards and Critical Control Points Manage Critical Limits, Monitoring, and Corrective Actions Confirm by Record Keeping and Documentation This comprehensive manual provides the training material that all foodservice operations need to easily use HACCP standards. Essential employees and managers can use the enclosed exam answer sheet to complete the certificate exam to demonstrate their understanding of the HACCP system and its implementation.

Are your virtual training tools ready for a tune-up? You've discovered the best way to reach remote audiences without boarding a single plane. And you've learned that an effective virtual training program is relatively short, highly relevant, and extremely engaging. Now you need the tried-and-true tools that will make your next program an all-out success. Virtual Training Tools and Templates: Action Guide to Live Online Learning offers proven resources for delivering top-notch virtual training programs. Make expert trainer Cindy Huggett's professional savvy of virtual tools your own, and discover new perspectives from a range of training facilitators and real-world learners. Action Guide to Live Online Learning offers a simple, step-by-step process (get started, get going, and get going) that helps you select the right technology, then offers detailed sections on how to design content, develop activities, and work with both facilitators and producers. And if you're wondering how to prepare participants and evaluate program results, Huggett does not disappoint. Follow along as she guides you with new and relevant tips, tools, and templates every step of the way. A virtual training pioneer, Huggett wrote this book for you---instructional designers, facilitating trainers, learning coordinators, and training managers. And she continues to experiment with creative techniques and hone her skills so you can jump in with confidence. This complete guide builds on the author's popular The Virtual Training Guidebook---use them together or on their own to delve into Huggett's holistic approach to virtual training.

The classic guide to instructional design, fully updated for these ways we learn Rapid Instructional Design is the industry standard guide to creating effective instructional materials, providingno-nonsense practicality rather than theory-driven text. Beginningwith a look at what "instructional design" really means, the guide leads through the ADDIE model to exploretechniques for analysis, design, development, intervention, andevaluation. This new third edition has been updated to cover newapplications, technologies, and concepts, and includes many newtemplates, real-life examples, and additional instructor materials.Instruction delivery has expanded rapidly in the nine years since the second edition's publication, and this update covers all the major advances in the field. The major instructional models areexpanded to apply to e-learning, MOOCs, mobile learning, and socialnetwork-based learning. Informal learning and communities ofpractice are examined, as well. Instructional design is the systematic process by whichinstructional materials are designed, developed, and delivered.Designers must determine the learner's current state and needs,define the end goals of the instruction, and create an interventionto assist in the transition. This book is a complete guide to the process, helping readers design efficient, effective materials. Learn the ins and outs of the ADDIE model Discover shortcuts for rapid design Design for e-learning, Millennials, and MOOCs Investigate methods for emerging avenues of instruction This book does exactly what a well-designed course should do,providing relevant guidance for anyone who wants to know how toapply good instructional design. Eminently practical and fullyup-to-date, Rapid Instructional Design is the one-stop guide to more effective instruction.

From the Inside Out Facilitator's Guide - Item 1212

Virtual Training Tools and Templates

Research Product - U.S. Army Research Institute for the Behavioral and Social Sciences

The Creative Facilitator's Guide

Peer-to-peer Training Facilitator's Guide

Learning ID Fast and Right

Evaluating Communication for Development presents a comprehensive framework for evaluating communication for development (C4D). This framework combines the latest thinking from a number of fields in new ways. It critiques dominant instrumental, accountability-based approaches to development and offers an alternative holistic, participatory, mixed methods approach based on systems and complexity thinking and other key concepts. It maintains a focus on power, gender and other differences and social norms. The authors have designed the framework as a way to focus on achieving sustainable social change and to continually improve and develop C4D initiatives. The benefits and rigour of this approach are supported by examples and case studies from a number of action research and evaluation capacity development projects undertaken by the authors over the past fifteen years. Building on current arguments within the fields of C4D and development, the authors reinforce the case for effective communication being a central and vital component of participatory forms of development, something that needs to be appreciated by decision makers. They also consider ways of increasing the effectiveness of evaluation capacity development from grassroots to management level in the development context, an issue of growing importance to improving the quality, effectiveness and utilisation of monitoring and evaluation studies in this field. The book includes a critical review of the key approaches, methodologies and methods that are considered effective for planning evaluation, assessing the outcomes of C4D, and engaging in continuous learning. This rigorous book is of immense theoretical and practical value to students, scholars, and professionals researching or working in development, communication and media, applied anthropology, and evaluation and program planning.

Change doesn't happen overnight for the Christian. Growth is a lifelong journey. In the How People Change Facilitator's Guide, Paul Tripp and Tim Lane help group leaders guide participants in understanding the underlying motivations for their actions, giving them specific, practical help in changing long-standing patterns of behavior in order to grow in love for God and others. Each of the twelve lessons includes directions on how to guide a small group through the study guide, extra content, homework discussion, relational application, illustrations, group discussion guide, and "Make It Real" life applications. Designed to be used along with the How People Change Study Guide and video seminar, this small group study can be used in church-wide training, small group, Sunday school, youth group, or one-on-one discipleship settings.

This Facilitator's Guide provides a facilitator with the instruction to lead an Experience Explorer session using the Experience Explorer Tool. The Experience Explorer Tool includes a Facilitator's Guide, although, additional copies of the guide can be purchased here in print & eBook format if multiple facilitator's are involved or for an eBook format is desired.

Talk Moves

What Great Teachers Do Differently Facilitator's Guide

Introducing Frontline Employees to Reinvention (Includes Facilitator's Guide & Workbook)

An Action Guide to Live Online Learning

Online meetings: a facilitator's guide

How to Use the TWI Programs Successfully

"Grounded in research and practice this revised and updated facilitator's set consists of 3 -- 6x4, post card-sized image decks with #72 images per deck for a total of #216 images. The tool provides a method for supporting collaborative, creative conversations in a wide variety of situations to help develop ideas and insights into useful dialogue" -- publisher's website. The two portions together comprise Visual Explorer.

The EM Fundamentals Facilitator Guide is packed with curricular resources for emergency medicine educators. Featuring interactive small group activities, simulation based mastery learning assessments, evaluation tools, and more, the EM Fundamentals Facilitator Guide is primed to help you take your curriculum to the next level. This book features rigorously vetted, ready-to-go resources that can be used to facilitate dozens of hours of small group and simulation time without the need for content development by local educators. Our goal is to provide high-yield, expert-derived content that makes educators' lives easier by removing the barriers of content creation and facilitating the use of education best practices on a national scale. Check out the EM Fundamentals website for more information on this initiative: www.EMFundamentals.com.

Men treated for localized prostate cancer have an excellent medical prognosis, but may have difficulty readjusting to life after surgery as a result of treatment related side effects. Changes in physical functioning and ongoing PSA monitoring due to the possibility of recurrence may bring added stress. Effective stress management is a key factor in increasing quality of life in this population and may play a role in maintaining overall health. Cognitive Behavioral Stress Management (CBSM) and relaxation training constitute the two components of this comprehensive program. Each session provides participants with stress management skills, including cognitive restructuring, coping strategies, and social support. Participants practice a variety of relaxation methods, such as progressive muscle relaxation, imagery, and meditation. Relevant issues for men having had prostate cancer, such as sexuality and communication, are also addressed. This guide is designed to be used in conjunction with the corresponding workbook, which includes in-session exercises, monitoring forms, and homework assignments. Group meetings combined with home practice facilitate the application of effective stress management and relaxation techniques to the everyday lives of participants. Together, the guide and workbook include all the material and information needed to successfully implement this program. TreatmentsThatWorkTM represents the gold standard of behavioral healthcare interventions! · All programs have been rigorously tested in clinical trials and are backed by years of research · A prestigious scientific advisory board, led by series Editor-in-Chief David H. Barlow, reviews and evaluates each intervention to ensure that it meets the highest standard of evidence so you can be confident that you are using the most effective treatment available to date · Our books are reliable and effective and make it easy for you to provide your clients with the best care available · Our corresponding workbooks contain psychoeducational information, forms and worksheets, and homework assignments to keep clients engaged and motivated · A companion website (www.oup.com/us/tw) offers downloadable clinical tools and helpful resources · Continuing Education (CE) Credits are now available on select titles in collaboration with Psychoeducational Resources, Inc. (PER)

Visual Explorer Facilitator's Guide

How People Change Facilitator's Guide

The Facilitator's Fieldbook

Facilitator's Guide to Participatory Decision-Making

A Road Map for New Supervisors

Evaluating Communication for Development

The Talent Review Meeting Facilitator's Guide provides practical advice, checklists, examples and tools to assist Human Resource Professionals who are responsible for planning and facilitating Talent and Succession Review Meetings. Use this book as your planning guide to be fully prepared for the Talent Review Meeting process, which is a critical component of an overall successful Talent and Succession Strategy.

Management Extra brings all the best management thinking together in one package. These are practical trainings suitable for Diploma level qualifications in management. They are ideal for delivering management development workshops courses at a range of levels. This Facilitator's Guide fully details the books in the series and how to use them to deliver management courses effectively, efficiently and to meet awarding body criteria. Since the first printing of Pathways to Recovery, people immediately worked to start groups with little guidance on how to do it. Some were held in formal settings while others were conducted with just two or three people in someone's living room. In most, participants found themselves completing the exercises, discussing the quotations or even arguing about whether certain topics should be included in one chapter or another! With so many formats emerging, determining how to create a facilitator's guide was quite a challenge. The current guide is designed to be easy to navigate and use, even for first-time group facilitators. Modules include the following: *An overview and goals for the topic *Recommended readings, materials and handouts *Specific tips for facilitators and notes to guide each session *Detailed agendas with suggested activities *The guide gives group leaders all the information needed to facilitate a Pathways to Recovery group, including tips on how to adapt the sessions to meet specific needs. While some groups have taken over a year to cover all the material in the workbook, still others have found it possible to cover one chapter a week. In whatever way you decide to conduct your local group, the material found in this guide will be helpful to you.

EM Fundamentals Facilitator Guide

Rapid Instructional Design

A Facilitator's Guide to Support Professional Learning of Classroom Discussions in Math

Stepping Up, Facilitator's Guide, CD-ROM Included

Facilitator's guide

Handbook of Research on the Efficacy of Training Programs and Systems in Medical Education

Jacqueline Smith and Denise Heywood collectively have over 50 years' global experience in the design and delivery of incredible learning experiences for clients in the private and public sectors. They have partnered with top tier, medium size, and small corporate clients to produce events that rock. They are now opening their files to other facilitators, and educators of all levels-to share tools and techniques they have personally tested and used.They are generously allowing you to benefit from their years of experience in the training, facilitation, and design space so you too are able to prepare, structure, and implement teachable moments, workshops, events, training days, learning experiences, offsites, and seminars that have a strong impact-and are memorable. Dip into this essential guide after you have been briefed by the executive team, managers, or human resource professionals and you are required to deliver a face-to-face session for anything between 1 and 100 hours. Play with these practical, user-friendly techniques to help your participants feel engaged and energized, so they will remember the key messages long after the event. Redesign and restructure the tools to suit your audience and the topic so the session remains vibrant and focused. Create experiences for any topic, whether for technical, personal, or professional development purposes.Not only do you have access to great openers and closers to activate thinking, we also provide you with a roadmap and overall layout so you have examples of how to structure your sessions.

This publication is a product of the experiences and lessons learned while implementing agroenterprise projects in eastern and southern Africa. A Market Facilitator's Guide is based on a resource-to-consumption framework, which is the central theme of the "enabling rural innovation" approach for rural development. The approach seeks to empower farmer groups with the necessary skills to make informed decisions for their economic development, based on an analysis of their surroundings, assets and skills. The methodology also aims for outcomes that are equitable, gender focused and participatory.

The second edition provides educators with an updated perspective of current trends in curriculum and instruction. In this thoughtful "how-to" of curriculum design, educators will find practical structures and specific classroom examples of effective curriculum strategies.

Abused Boys Wounded Men Facilitator's Guide - Item 1803

Yesterday's Lessons to Tomorrow's Success

Tools, Templates, Examples and Checklists for Talent and Succession Planning Meetings

New Hope for Schools

The Talent Review Meeting Facilitator's Guide

The Hacpp Food Safety, Facilitator's Guide

Comprehensive in scope, yet extremely practical and to the point, the Fieldbook is perfect for both novice and experienced facilitators. Those new to the art of facilitation will find clear guidance on basic how-to information. More experienced facilitators will discover advanced methods for use in more challenging facilitation situations and simple models for facilitating both large and small groups. Best of all, The Facilitator's Fieldbook contains a wealth of resources such as checklists, samples, templates, guidelines, and step-by-step procedures. It will enable you to perform all the skills of facilitation.

Unleash the transformative power of face to face groups The third edition of this ground-breaking book continues to advance its mission to support groups to do their best thinking. It demonstrates that meetings can be much more than merely an occasion for solving a problem or creating a plan. Every well-facilitated meeting is also an opportunity to stretch and develop the perspectives of the individual members, thereby building the strength and capacity of the group as a whole. This fully updated edition of The Facilitator's Guide to Participatory Decision-Making guides readers through the struggle and the satisfaction of putting participatory values into practice, helping them to fulfill the promise of effective group decision-making. With previous editions already embraced by business and community leaders and consulting professionals around the world, this new book is even more insightful and easy to use. New for this edition: 60 pages of brand new skills and tools Many new case examples Major expansion and reorganization of the advanced sections of the book. New chapter: Teaching A Group About Group Dynamics Doubled in size: Classic Facilitator Challenges. Substantially improved: Designing Realistic Agendas - now three chapters, with wise, insightful answers to the most vexing questions about meeting design.

"The best book on collaboration ever written!" --Diane Flannery, founding CEO, Juma Ventures And now this classic book is even better--much better. Completely revised and updated, the second edition is loaded with new tools and techniques. Two powerful new chapters on agenda design A full section devoted to reaching closure More than twice as many tools for handling difficult dynamics 70 brand-new pages and over 100 pages significantly improved

A Market Facilitator's Guide to Participatory Agrocenterprise Development

Redefining Curriculum and Instruction

Facilitator's Guide: 10 Steps to Be a Successful Manager

Examples

Beyond Anger Facilitator's Guide - Item 1217

Companion to Medicare physician guide : a resource for residents, practicing physicians, and other health care professionals

Written to accompany the second edition DVD of Todd Whitaker's best-selling title, What Great Teachers Do Differently, this facilitator's guide is a practical resource for teacher workshops, study groups, PLCs, and school improvement teams. It features thoughtful discussion questions to help educators reflect on and apply the concepts from the DVD to their own schools or classrooms.

The content of medical education knowledge transfer is compounded as medical breakthroughs constantly impact treatment, and new diseases are discovered at an increasingly rapid pace. While much of the knowledge transfer remains unchanged throughout the generations, there are unique hallmarks to this generation's education, ranging from the impact of technology on learning formats to the use of standardized patients and virtual reality in the classroom. The Handbook of Research on the Efficacy of Training Programs and Systems in Medical Education is an essential reference source that focuses on key considerations in medical curriculum and content delivery and features new methods of knowledge and skill transfer. Featuring research on topics such as the generational workforce, medical accreditation, and professional development, this book is ideally designed for teachers, physicians, learning practitioners, IT consultants, higher education faculty, instructional designers, school administrators, researchers, academicians, and medical students seeking coverage on major and high-profile issues in medical education.

The Stepping Up Facilitator's Guide offers you the fundamentals and guidance you need to prepare and implement an effective one-day workshop for first-time and aspiring supervisors. This proven workshop gives you the tools and materials you need to present an accurate, real-life picture of what it means to be a supervisor, the expectations for the position, the skills and knowledge required as a supervisor, and the path to effectively supervise others. The Facilitator's Guide is fully scripted and includes a step-by-step series of learning strategies that are supported by complementary workshop materials. For facilitators who are new to presenting, the materials can be used "as is" or the information can be customized to fit a facilitator's particular teaching style. At the end of the Stepping Up workshop, your participants will be able to: Understand the role of supervisor Effectively deal with the challenges that new supervisors face Implement the steps needed to get started as a new supervisor Apply the principles to build credibility as a supervisor Employ performance components when supervising Prepare a personalized road map to develop their supervisory knowledge and skills The Stepping Up one-day workshop is a must-have resource for human resource professionals, trainers, and consultants. It includes a Facilitator's Guide--complete with PowerPoint slides, supporting materials, and CD-ROM--and an interactive Participant's Workbook with a useful self-assessed questionnaire that pinpoints areas for growth. Help your participants step up and become the effective supervisors they were meant to be. Praise for Stepping Up "Stepping Up thoroughly addresses the core competencies of front-line supervisors who make the greatest impact on employee effectiveness. This kind of training is a must?have for any organization's survival kit." --Roger A. Korman, Ph.D., chairman & CEO, Actilon "This is a great piece of work. I like the way the authors wove research with practical applications and case studies. Stepping Up will be a reference I'll want to get for my new supervisors." --Dr. Clare Elizabeth Carey, CPT, president, ISPT 2006-07 "What matters most to a new supervisor? In my view, having the know?how to accurately self assess and be able to draw upon a variety of resources to quickly become effective in the new role. Stepping Up is a resource I can turn to for sound advice and practical tools for building and sustaining a supervisor's performance." --Christine Westover, director, Learning and Development, Canada Post Corporation

Development and Evaluation