Delivering Training Workshops: Pfeiffer Essential Guides to Training Basics

Janis Fisher Chan

DESCRIPTION

PFEIFFER ESSENTIAL GUIDES TO TRAINING BASICS

Delivering Training Workshops is filled with practical information, best practices, and proven strategies. This book will help trainers, no matter what their level of experience, prepare and deliver effective workshops that achieve results for both individuals and their organizations while meeting the challenges of today's fast-paced, rapidly changing learning environment. It covers a wide range of topics, including:

• Planning and scheduling a workshop

• Methods for preparing workshop participants to learn

• Tips to help trainers increase their confidence

• Keep participants engaged and involved

• How to present information clearly, respond to questions, and manage the group

• Tools for measuring workshop success

• Methods for conducting virtual workshops
The Pfeiffer Essential Guides to Training Basics is a three-volume series: Training Fundamentals, Designing and Developing Training Programs, and Delivering Training Workshops that offers new and experienced trainers a wealth of ideas, information, tips, tools, and techniques.

**Praise for Delivering Training Workshops**

"Here's a terrific guide....to make sure you successfully teach others what you know."

*B Barbara Nelson,* principal of Nelson Communications

"Janis Chan guides you step-by-step through the process of planning and delivering training that engages participants and helps them learn, sharing her vast store of practical tips and techniques."

*Sue Funkhouser,* facilitator and organization development consultant, Pinwheel Performance

"A learning tool....to increase your confidence and deliver training that achieves results."

*Natasha Terk,* President, Write It Well

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**ABOUT THE AUTHOR**

**JANIS FISHER CHAN,** a highly experienced writer, instructional designer, trainer, and developmental editor, is the cofounder of a successful training company and author of several books and training programs, including E-Mail: A Write It Well Guide and The Academic Manager's Guide to Meetings from Jossey-Bass.

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**FEATURES**

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For additional product details, please visit https://www.wiley.com/en-us