

## How to manage training: facilitating workplace learning for high performance

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### Abstrak

The knowledge, skills and guidance managers need to become true learning leaders. Now more than ever, a versatile, well-trained workforce is critical to an organization's success. Written for managers from a wide range of functional areas, this book gives any manager responsible for training the tools to help employees learn more, perform better, and work smarter. This comprehensive, up-to-date guide targets the roles necessary to manage training and learning in an organization: champion, builder, performance consultant, supporter, administrator, and keeper of the budget. Filled with expert information and real-world scenarios, this new book uses diagrams, charts, exercises, and a collection of tools for training delivery to help managers anticipate and solve a broad range of training challenges?for their own departments or for the entire organization. How to Manage Training: Facilitating Workplace Learning for High Performance delivers the knowledge, skills, and guidance managers need to become true learning leaders. Readers will learn how toL ? Develop a sample business plan for training ? Deliver learning experiences in a wide range of formats ? Create programs for peer-to-peer assistance and collegial problem solving ? Foster coaching and mentoring in the workplace ? Promote learning and training opportunities at all levels in the organization. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.