

“...modern computers and faster networks mean that e-learning can now take its place as a serious contender in the training armoury.”

5 major advantages you'll gain through effective e-learning

- 1** Improve the quality of your training
- 2** Train your staff where and when you like
- 3** Train your staff as often as you like
- 4** Achieve consistency of message across the whole company
- 5** Reduce the costs of training

Who should buy this report?

This book is directly relevant to a wide range of people in your company:

- Line managers who may be managing e-learning projects
- HR professionals directly involved in e-learning
- Training professionals who may be designing or delivering e-learning

EXPERT AUTHOR

Tony Bray is an internationally renowned trainer and author on management topics, with sales of his 13 titles approaching £2m.

He has designed a number of e-learning programmes for a variety of organisations and international companies.

Tony started working life as an army officer, followed by 20 years management experience in British Telecom. He has been running his own training and consultancy business since 1989.

TRADE SECRETS OF USING E-LEARNING IN TRAINING • CONTENTS

- Introduction
- 1** Managing an E-learning Project
 - 2** Accessibility
 - 3** The Software Supplier
 - 4** The E-learning System
 - 5** E-learning Course Content
 - 6** Delegate Workbooks
 - 7** Delegate Assessment
 - 8** Design the Course
 - 9** Project Review Meetings
 - 10** Building the Storyboards
 - 11** The Trainer-led Course
 - 12** Links to the E-learning Course
 - 13** Design the Trainer-led Course
 - 14** Pilot the Trainer-led Course
 - 15** Applying the Learning
- Appendices

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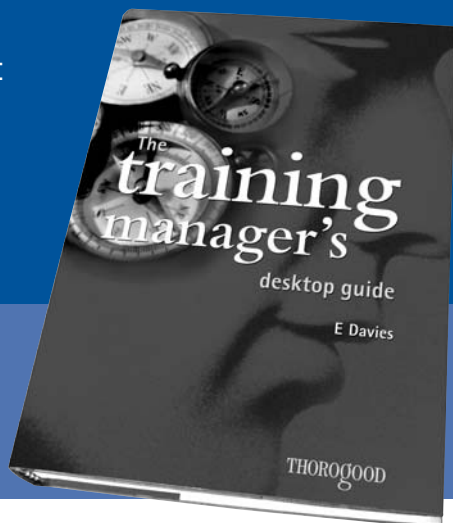
- A concise briefing by an acknowledged expert
- A clear interpretation of the latest law and practice
- Searching analysis of issues, opportunities and potential pitfalls
- Authoritative advice and practical solutions
- Experience and insight

- > Do you want to obtain a better return from training?
- > Do you need to establish a coherent training strategy?
- > Do you want to plan your training professionally?

The training manager's desktop guide

Eddie Davies

Ringbound



Whether you are a full-time training manager, or line manager with responsibility for implementing training, this book will act as a constant source of guidance and helpful advice.

Desktop guides are a practical source of reference, guidance, techniques and best practice. They contain an abundance of checklists, charts, do's and don'ts, summaries and special tips.

EXPERT AUTHOR

Eddie Davies is an HRD specialist with over 25 years' experience with major companies as manager, trainer, consultant and coach. The CIPD have elected him onto their select Consultants Register.

THE TRAINING MANAGER'S DESKTOP GUIDE • CONTENTS

- The training management function
- The training function and organisational strategy
- Training and the wider environment
- Training needs analysis
- Designing effective training
- Planning your needs
- Managing training budgets
- Choosing the right learning opportunity
- Selecting the right trainer
- Preparing your material
- Writing training materials
- Delivering a training session
- Developing training skills
- On the job training
- How do I evaluate the effectiveness of training?
- Continuous professional development

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