



# Trainer's Pocketbook: 11th Edition

*John Townsend*

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# Trainer's Pocketbook: 11th Edition

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## **Trainer's Pocketbook: 11th Edition** John Townsend

The Trainer's Pocketbook - the title that launched Management Pocketbooks and with worldwide sales approaching 100,000 copies! - has been fully updated and is now available in its 11th edition. This best-seller takes a succinct, practical approach to all aspects of structuring and delivering a training course or workshop. It covers learning theory, learning environment, techniques for opening and closing the session, the right equipment and how to use it, preparation, delivery and group activities. Author John Townsend writes: "This new edition has been totally revised in light of the advances in training technology, especially in the audio-visual field, but retains all the still-valid classics that have made it a favourite with trainers all over the world for so many years. And in comes lots of fun interactive stuff you can do on the web in front of the class - dreams come true for veteran trainers like me!" "As always, this new edition of the Trainer's Pocketbook is a must-have resource for any trainer. The new additions are insightful and complete an already indispensable guide to training practice. I love it!" Fabbio Grassi, Executive Learning Director, IMI, Ireland

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