

## Rapid Video Development For Trainers How To Create Learning Videos Fast And Affordably

Like a great leader, a great leadership training aligns the right people to the right task at the right time. Whether you are developing a first-rate leadership development program from scratch or adding to an existing workshop, let leadership expert and master trainer Lou Russell be your guide. The second book in the ATD Workshop Series, Leadership Training presents a step-by-step blueprint to developing and delivering dynamic, powerful leadership training. Complete with effective training materials, this book helps you accelerate learning and leverage technology for maximum efficiency. You'll also find tools to assess leadership strengths and weaknesses. Half-day, full-day, and two-day workshop programs found in this volume make planning easy and can be tailored for the unique needs of your organization. Supplemental resources are available online and include downloadable and customizable presentation slides, handouts, assessments, and tools. About the series The ATD Workshop Series is written for trainers by trainers, because no one knows workshops as well as the practitioners who have experienced it all. Each publication weaves in today's technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other.

Develop Winning Managers—the Heart of the Team Frontline managers are an organization's "people managers" across its business operations and functions. Developing frontline managers is key to an organization's overall health and prosperity. The latest book in ATD's successful Workshop Series, Management Development Training offers trainers all of expertise levels the tools and strategies necessary for delivering powerful professional development training for frontline managers. Through Management Development Training, training facilitators can apply ATD's research-based ACCCEL Model—a management framework that includes five core skills necessary for managerial success (accountability, collaboration, communication, engagement, and listening and assessing)—to take new and experienced managers beyond their roles as the centers of their teams to the powerful roles as the hearts of their teams. This workshop volume demonstrates how the development of these skills can help managers positively impact every member of their team. With expert management trainer Erica Nelson as your guide, choose between uniquely designed two-day and three-day workshops. Everything you need for workshop design and delivery is included: agendas, assessments, handouts, tools, learning activities, and PowerPoint slides. Chapters also cover customizing your own workshop, conducting needs analysis, facilitating, design and delivery, and evaluating your workshop results.

Gain the most out of every meeting. Rambling group discussions, tangential concerns, difficult attendees, and unclear objectives can all derail a facilitated event—and often do. But more than just learning how to avoid the pitfalls, effective facilitators ease the way for groups to achieve desired outcomes, redirect them to constructive paths, and rally commitment to action plans. Expert trainer and facilitator Kimberly Devlin has designed interactive half-day, one-day, and two-day workshops to develop the essential skills of facilitating meetings that inspire, engage, and get results. Complete with all the activities, handouts, assessments, and presentation slides you will need to accelerate learning, these programs make planning your next workshop easy, whether you are new to facilitation or a seasoned pro. About the Series The ATD Workshop Series is written for trainers by trainers, because no one knows workshops as well as the practitioners who have done it all. Each publication weaves in today's technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other.

Learn how to plan and organize any training project—AND control its time, cost, quality, and scope—with this fast-paced and highly readable book. Real solutions you can use immediately to build flexible project management plans, estimate required work effort, schedule steps and allocate resources, communicate project status, and perform a post-project review.

Great Presentations  
Time Management Training  
ATD Handbook, 2nd Edition  
The Definitive Reference for Training & Development  
Better Than Bullet Points  
The Future of Leadership Development

**Karl Mulle is the president of Karl Mulle Productions, a speaker, author, corporate trainer and coach, and counseling psychologist who specializes in leadership, emotional intelligence, communication, team building, conflict management, stress management, creativity, and change management for businesses and associations throughout the world. In his speaking, training, and writing, Karl draws on 30 years of experience in training and development and his ability to combine psychological insight with humor and practical application to deliver inspiring messages on human effectiveness. He is passionate about helping people achieve their professional goals in the context of strong healthy relationships. He is the co-author of Put Emotional Intelligence to Work and resides in Minneapolis.**

**Trainers, search this digital box set that includes the six-book series: Leadership, Self, Communications, Others, Partnerships, and Execution. The SCOPE of Leadership six-book series outlines the competencies that great leaders who lead as coaches possess. Read this series to learn the principles of developing, enabling, and inspiring people through a coaching approach to leadership. Develop the capabilities that produce consistently outstanding results; be a leader people aspire to follow; leverage cross-functional collaboration; build trust, teamwork, and a spirit of community; increase employee engagement and loyalty; communicate with confidence; foster innovation and competitive advantage; attract, develop, and motivate top talent; sustain speed, quality, and operational excellence. The SCOPE of Leadership book series teaches how to achieve exceptional results by working through people. You will learn a straightforward framework to guide you in developing, enabling, exhorting, inspiring, managing, and assimilating people. Benefit from the wisdom of many years of leadership, consulting, and executive coaching experience. Discover how to develop the competencies that align consistently with great leadership. The SCOPE of Leadership digital box set is fully searchable between books and includes links to additional resources and content by the author. "The most comprehensive treatment of Leadership I've ever seen by one author . . . full of insightful assessments, useful tools, and practical tips." —Jim Kouzes, coauthor of The Leadership Challenge**

**Designing and Developing Robust Instructional Apps advances the state of instructional app development using three learning paradigms for building knowledge foundations, problem-solving, and experimentation. Drawing on research and development lessons gleaned from noted educational technologists, time-tested systematic instructional design processes, and results from user experience design, the book considers the planning and specification of instructional apps that blend media (text, images, sound, and moving pictures) and instructional method. Further, for readers with little to no programming experience, introductory treatments of JavaScript and Python, along with data fundamentals and machine learning techniques, offer a guided journey that produces robust instructional apps and concludes with next steps for advancing the state of instructional app development.**

**How to make the most out of every meeting. Rambling group discussions, tangential concerns, difficult attendees, and unclear objectives can all derail a facilitated event—and often do. But more than just learning how to avoid the pitfalls, effective facilitators ease the way for groups to achieve desired outcomes, redirect them to constructive paths, and rally commitment to action plans. Expert trainer and facilitator Kimberly Devlin has designed interactive half-day, one-day, and two-day workshops to develop the essential skills of facilitating meetings that inspire, engage, and get results. Complete with all the activities, handouts, assessments, and presentation slides you will need to accelerate learning, these programs make planning your next workshop easy, whether you are new to facilitation or a seasoned pro. About the Series The ATD Workshop Series is written for trainers by trainers, because no one knows workshops as well as the practitioners who have done it all. Each publication weaves in today's technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other.**

Rapid Instructional Design  
Confessions of a Corporate Trainer  
Effective SMEs

A Trainer's Guide to PowerPoint  
Computer-based Training, Web-based Training, Distance Broadcast Training, Performance-based Solutions  
Designing and Developing Robust Instructional Apps

Foundational guidance you've been looking for The best organizations recognize that no leader or employee can be expert in everything, but that everyone needs to be at their best if organizations are to be productive and successful. If your goal is to develop talent within your organization, this concise yet foundational book has the keys to success. Renowned industry leader and bestselling author Elaine Biech guides you through getting started, designing and implementing your talent development program, demonstrating success, and planning next steps. But just as important, she poses critical questions that only you and your organization can answer. Biech interweaves best practices with the latest technology to offer many templates, tools, worksheets, and tips to help you explore how to support your organization into the future. Starting a Talent Development Program is part of a new ATD series, What Works in Talent Development, which addresses the most critical topics facing today's talent development practitioners. Each book in the series is written for trainers, by trainers, and offers an examination of core subject matter and a defined way to solve real issues.

Create made-to-order learning experiences that deliver results with this guide. By emphasizing deep listening and empowering learners to pull coaching conversations forward, you'll help coaches build experiences that count. This third book in the ATD Workshop Series, takes a service-oriented approach to workplace coaching. It teaches the essential skills trainers must master to give learners what they need when they need it. Each half-day, full-day, and two-day program in this volume comes with its own agenda to drive the workshop and includes online presentation slides, handouts, assessments, and tools. -- This ultimate roadmap covers the entire e-learning landscape. Why do we even need e-learning? What is an LMS? How do I write a storyboard? If you're delving into e-learning and are coming up with more questions than answers, this guide is the high-level overview you've been looking for. In this book, e-learning development experts and educators Diane Elkins and Desirée Pinder deliver a comprehensive examination of the e-learning process from the ground up.

Get Started Now. Take Action. Staying ahead of change in the world, your organization, and your profession requires action. You learned a lot to launch your organization's talent development effort. As you position it for the future, what you need to know grows exponentially. As futurist Ray Kurzweil once said, "If I take 30 steps linearly, I get to 30. If I take 30 steps exponentially, I get to a billion." How do you prepare for exponential growth? In ATD's Action Guide to Talent Development: A Practical Approach to Building Organizational Success, industry expert and bestselling author Elaine Biech lays out the steps you can take. The companion volume to ATD's Foundations of Talent Development: Launching, Leveraging, and Leading Your Organization's TD Effort, this book follows an eight-step framework for defining your organization's learning foundation through preparing for the future. You are your organization's trusted advisor, and Biech offers practical questions, organizational assessments, and tips for each step you must guide your organization through. She also presents the newest thinking from university educators and researchers that organizational experts have relied on for years, as well as from industry practitioners and luminaries in leadership and development. Open this book to any page. Jump in where you think it will be most beneficial to you or your organization. Whether you work inside a company or as an external consultant, whether you work for a large organization or a small one, whether you are launching your first talent development effort or fine-tuning a function that's been in action for decades—you are sure to find valuable concepts, designs, and ideas. Get started now. Take action. Table of Contents: I. Identify and Clarify the Organization's Learning Foundation 1. Your Organization's Learning Culture 2. Leaders Champion Learning 3. Employees Value Lifelong Learning 4. Everyone has a Learning Mindset 5. Clarifying Your Organization's Readiness II. Develop a Talent Development Strategy 6. Build a Business Case for Learning 7. Enhance Your Organizational and Industry Savvy 8. Expand Talent Development's Role 9. Partner with Business to Become Trusted Advisors III. Create an Operating Plan: 10. Align TD to the Organization's Needs 11. Manage the TD Function Like a Business 12. Balance Services and Budget 13. Leverage Technology for Learning IV. Reinforce an Organizational Talent Development Mindset 14. Evolving Your Organization's Learning Culture 15. How Your Organization Learns to Perform 16. Managers Develop their Employees 17. Employees are Accountable for Their Development 18. Talent Development Professionals are Consultants V. Design and Deliver Learning 19. Stay on the Cutting Edge of Contemporary Design and Delivery 20. Select the Most Effective Formal Learning 21. Support Learning from Others 22. Encourage Learning On-the-Job 23. Explore Other Services Provided by TD Professionals VI. Fortify the Learning 24. Empower Employees to Learn 25. Enable Social Learning 26. Coach Managers 27. Foster Persistent Self-Learning 28. Develop Your TD Staff VII. Define and Measure the Impact 29. Demonstrate Organizational Impact of TD 30. Identify Evaluation Methods 31. Start a Meaningful Evaluation Process 32. Plan for the Future of Evaluation VIII. Prepare for the Future 33. The Workplace of the Future 34. The Workforce of the Future 35. Talent Development Future Trends 36. Guiding Your Organization's Future Appendix A. Worksheets and Checklists Appendix B. Contributor Bios References Author Bio Index

Training & Development For Dummies

Inspiring Performance

Creating Videos, Podcasts, and Presentations on a Budget

Customer Service Training

A Practical Guide

Presentation Skills Training

Your Talent Development Atlas If you've been directing your organization's talent development effort during the last few years, you might think you're on a journey without a map. There are few published resources to guide you in a challenge that many experts promise will only become more urgent and necessary, in the coming years. Elaine Biech, a legendary leader in training and development, understands the road ahead and has partnered with ATD to present a new book that will point the way—ATD's Foundations of Talent Development: Launching, Leveraging, and Leading Your Organization's TD Effort. Biech imbues this comprehensive volume with the energy and passion she has manifested in a career spanning more than three decades. In her hands, you have a trusted advisor who provides guidance, leadership, and direction to your organization. Biech painstakingly guides you over 36 chapters—taking you from developing your talent development strategy, creating an operating plan, and reinforcing your organization's talent development mindset, through design and delivery, measurement and evaluation, and preparing for the future. No matter where you are in your development, you will be able to pick up this book and select chapters that describe how you can help your organization. What's more, Biech has included a new customized model to assist you. Plus, she's invited dozens of her friends and colleagues to contribute—well-known authors, ATD subject matter experts, and icons in the field—to present a cross-section of voices and approaches in the field. In 2018, ATD celebrates its 75th anniversary by delivering ATD's Foundations of Talent Development, its first published reference to the profession it leads and supports. Think of this book as your professional atlas.

Multimedia-Based Instructional Design is a thoroughly revised and updated second edition of the best-selling book that provided a complete guide to designing and developing interactivemultimedia training. While most training companies develop their training programs in many different technological deliverymedia—computer-based, web-based, and distance learningtechnologies—this unique book demonstrates that the sameinstructional design process can be used for all media. Using justone process reduces cycle time for course development—andalso reduces costs. "What does a new instructional designer need to know to find her or his feet when working with faculty to create online classes?" This is a practical handbook for established and aspiring instructional designers in higher education, readers who may also be identified by such professional titles as educational developer, instructional technologist, or online learning specialist. Jerod Quinn, together with a team of experienced instructional designers who have worked extensively with a wide range of faculty on a multiplicity of online courses across all types of institutions, offer key guiding principles, insights and advice on how to develop productive and collegial partnerships with faculty to deliver courses that engage students and promote enduring learning. Designing and developing online classes for higher education takes a combination of pedagogical knowledge, the ability to build trust with faculty, familiarity with frameworks on how people learn, understanding of accessibility and inclusion, and technical skills to leverage a learning management system into an educational experience. Coming from diverse backgrounds, few instructional designers enter academia well versed in all of these aspects of creating online classes. This book provides the foundation on which instructional designers can build their careers. The guiding principle that animates this book is that the student experience and successful learning outcomes are paramount, and governs discussion of course design, pedagogy, the use of multimedia and technological advances, as well as the use of different forms of interactive exercises and group assignments. The succinct, informally written chapters offer ideas and means to apply theory to the daily work of instructional design and cover the four key components that drive thus work in higher education: ? Defining the scope and main design approaches of our work ? Building trust with the faculty we work with ? Applying frameworks of how people learn ? Mastering common online instructional practices

We need to change how we change. Successful organizations are proactive about change and can turn obstacles into opportunities. Thus managing change—its constant barrage, faster pace, and complexity—has become a required skill for leaders, managers, and employees alike. In Change Management Training, master trainer and innovator Elaine Biech presents a complete lineup of workshop resources and tools needed to conduct effective change management training. Help managers understand their expanded role, practice new management techniques, and demystify the people side of change with innovative two-day, one-day, and half-day training workshop. You'll find all the activities, handouts, tools, and assessments you need inside. Free tools and customization options The free, ready-to-use resources (PDF) that accompany this book include downloadable presentation materials, agendas, handouts, assessments, and tools. All workshop program materials, including MS Office PowerPoint presentations and MS Word handouts, may be customized for an additional licensing fee. Browse the licensing options in the Custom Material License pricing menu. Preview a sample activity from the book. About the Series The ATD Workshop Series is written for trainers by trainers, because no one knows workshops as well as the practitioners who have done it all. Each publication weaves in today's technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other. Order the ATD Workshop Series Bundle to save.

Best Practices for Master Presenters How to Create Learning Videos Fast and Affordably Starting a Talent Development Program Project Management for Trainers Emotional Intelligence Training Rapid Training Development

*No matter your position or title, there's a good chance that you will have to give a presentation someday. This issue of TD at Work can help you craft and deliver a memorable speech. An updated version of a 2008 Infoline, "Great Presentations" by Jason Sturges includes words of wisdom from elite training and development professionals. Learn what questions to ask as you prepare, how to calm your nerves, and which visual aids will work for you. This TD at Work includes a selection of ideas for organizing your speech - a formula for powerful conclusions - strategies for virtual presentations - job aids for preparing your speech. Make your web videos quicker and easier to understand by writing scripts that take into account how people watch video. This book explores the dynamics of communication and what this means for video writing before going through specific script writing techniques you can immediately use. If you're winging it with your video and skipping the process of writing scripts, you are missing some real benefits of a script. A well written script will make your video more engaging, save you time and money in production and make you or the people on camera look and sound better.*

*In order to be successful, online learning should be planned systematically. It can be said that offering distance education courses without preparation and knowledge about the theoretical background can cause drawbacks. While distance education has become widespread and popular, it is observed that there could be problems in its application. Such problems can include technical problems, inability to meet the learning needs of the learners' own needs, lack of communication among learners and between learners and teachers, and lack of quality materials appropriate for online learning or the inclusion of materials used in traditional methods directly into online learning. For successful online courses, these critical aspects of distance education are important, and they should be taken into account by the institutions and the instructors offering online courses. The Handbook of Research on Managing and Designing Online Courses in Synchronous and Asynchronous Environments provides up-to-date knowledge and experiences regarding technologies, processes, and environments for online course design in distance education systems and covers topics related to the aspects of successful distance education systems with a focus on teaching and learning in online environments. Focusing on topics such as instructional design and integrated systems, it is an ideal guide for online course designers, instructional designers, curricula developers, administrators, educators, researchers, trainers, and students.*

*Don't Let Brilliant Ideas Get Lost in Bad Presentations. Inspiring and influencing others starts with the effective delivery of ideas. Speaker and trainer Christie Gabour Arwood designed the interactive two-day, one-day, and half-day workshops in this book with exactly that in mind. Help your training participants become confident speakers who engage and invigorate others with effective presentations and address challenges with tact and professionalism. Complete with effective training methodologies, this book helps you accelerate learning and leverage technology for maximum efficiency. Workshop programs found in this volume make planning easy and can be tailored for the unique needs of your organization. Supplemental resources are available online and include downloadable and customizable presentation slides, handouts, assessments, and tools.*

Leadership, Self, Communications, Others, Partnerships, and Execution

Learning ID Fast and Right

Communication Skills Training

Effective customer service training covers more than niceties. Organizational profitability is threatened when staff are unable to manage customer needs. Yet it takes more than soft skills training to turn these situations around. A great customer service training covers essential behaviors, service strategies, and service systems that together ensure an exceptional customer experience. Training authority Kimberly Devlin presents two-day, one-day, and half-day workshops that support trainees in any industry and environment, not just the call center. Each workshop introduces techniques for managing challenging customers and situations and also offers opportunities to apply new skills to service interactions. Free tools and customization options The free, ready-to-use workshop materials (PDF) that accompany this book include downloadable presentation materials, agendas, handouts, assessments, and tools. All workshop program materials, including MS Office PowerPoint presentations and MS Word handouts, may be customized for an additional licensing fee. Browse the licensing options in the Custom Material License pricing menu. About the series The ATD Workshop Series is written for trainers by trainers, because no one knows workshops as well as the practitioners who have done it all. Each publication weaves in today's technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other. The series also includes Communication Skills Training, Leadership Training, Coaching Training, and New Supervisor Training.

Creating web-based professional development video in-house has never been easier, faster, or more cost-effective. And as digital, web-based video assumes a more important role in professional development programs, corporate trainers and other development staff are increasingly being called upon to create training and instructional video themselves: in house, on time, and within budget. Still, many learning professionals lack the hands-on experience required to produce meaningful, high quality video for their training programs. Rapid Video Development for Trainers/emp, is a comprehensive tutorial and answers such important questions as "Where do I get started with video?", "How can I produce video that delivers the content I need to share?", "Which software and hardware tools will work best for me?", and "What's the best way for me to put my finished video on the web?" Rapid Video Development is an invaluable resource for every corporate learning professional who needs to create powerful, information-packed, web-based video for their organization.

Empower workshop participants to reclaim their time. Kitchen fire or time waster? The inability to differentiate robs us of precious time and well-being. Master trainer Lisa Downs has developed a collection of complete workshops and tools you'll need to conduct effective two-day, one-day, and half-day time management workshop programs that teach how to reclaim time and productivity. Empower workshop participants to strategically manage procrastination, negotiate priorities, and exercise control over how they spend their time by helping them develop time management and productivity skills. Complete with effective training methodologies, this book helps you accelerate learning and leverage technology for maximum efficiency. Workshop programs found in this volume make planning easy and can be tailored for the unique needs of your organization. Supplemental resources are available online and include downloadable and customizable presentation slides, handouts, assessments, and tools. Smartphones and inexpensive cameras have made video ubiquitous. More than 100 hours of video are uploaded to YouTube every minute. Video is so easy to create and share that it has completely changed the way we communicate. There are many areas of training that can and will be transformed by the addition of video. Even if "fun" isn't a word that normally describes your training topic, video can change that. Great video has the power to engage and be memorable. But make no mistake, Making great video is complex. The problem is not every e-learning professional has hours of video training or an unlimited budget. So where does an L&D professional begin? This Infoline will show you: why you need video in e-learning video mistakes to avoid the steps in the creation of a training video how to capture sound tricks and techniques to make your video projects great. This Infoline also offers pros and cons of commonly used lights, cameras, and editing suites; and provides a preproduction checklist for your video shoot.

Management Development Training

ATD's Action Guide to Talent Development

Creating Engaging e-Learning with PowerPoint

A Trainer's Guide for Helping Subject Matter Experts Facilitate Learning

Technology for Trainers, 2nd edition

Rapid Video Development for Trainers

First released in the Spring of 1999, How People Learn has been expanded to show how the theories and insights from the original book can translate into actions and practice, now making a real connection between classroom activities and learning behavior. This edition includes far-reaching suggestions for research that could increase the impact that classroom offers exciting new research about the mind and the brain that provides answers to a number of compelling questions. When do infants begin to learn? How do experts learn and how is this different from non-experts? What can teachers and schools do-with curricula, classroom settings, and teaching methods—to help children learn most effectively? New evidence understanding of what it means to know, from the neural processes that occur during learning to the influence of culture on what people see and absorb. How do people learn examines these findings and their implications for what we teach, how we teach it, and how we assess what our children learn. The book uses exemplary teaching to illustrate how approaches knowledge calls into question concepts and practices firmly entrenched in our current education system. Topics include: How learning actually changes the physical structure of the brain. How existing knowledge affects what people notice and how they learn. What the thought processes of experts tell us about how to teach. The amazing learning potential of infants, children, and adults. Community and workplace Learning needs and opportunities for teachers. A realistic look at the role of technology in education.

Learn the Secret Needed to Master PowerPoint for Training As a successful facilitator, you know the importance of the resources in your professional toolkit. How you engage your audience and improve learning can be affected by how well you use them. But mastery of PowerPoint evades many. Feedback on presentations can range from "What was the point?" to "Learn the Secret Needed to Master PowerPoint for Training As a successful facilitator, you know the importance of the resources in your professional toolkit. How you engage your audience and improve learning can be affected by how well you use them. But mastery of PowerPoint evades many. Feedback on presentations can range from "What was the point?" to "Learn the Secret Needed to Master PowerPoint for Training As a successful facilitator, you know the importance of the resources in your professional toolkit. How you engage your audience and improve learning can be affected by how well you use them. 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