



## Every Trainer's Handbook (Second Edition)

By Devendra Agochiya

Sage Publications, New Delhi, India, 2009. Paperback. Book Condition: New. Second Edition. Every Trainers Handbook (Second Edition) is a practical guide that takes the reader through a step-by-step process of planning, organising and delivering an effective training programme. It offers concrete suggestions and guidelines to trainers for enhancing their knowledge and competencies while simultaneously engaging them in a substantive discussion on various concepts, theories and issues related to training. This new edition of the book enlarges the scope of the previous edition. Underscoring the importance of a cohesive and synthesised approach, it brings together all interrelated aspects of the learning process. Recognising the role a trainer has to play in handling situations that arise during the training sessions, the Handbook suggests action that a trainer may take to make the training more effective and the group more responsive to training activities. An entirely new section Using Question-Response Approach for Enhancing Participation has been added to help the trainer further strengthen trainer-group and participant-participant interaction during training sessions. To ensure that training agencies derive optimum benefits from their investment in training programmes, a chapter on Contracting has been added that recommends multi-lateral contracting between different stakeholders in training. The Handbook has been prepared...



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