



# Training Fundamentals: Pfeiffer Essential Guides to Training Basics

*Janis Fisher Chan*

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Training Fundamentals is a no-nonsense, practical overview of training, filled with useful information, best practices, and proven strategies to help both new and experienced trainers develop their skills and design and deliver training that achieves results in today's rapidly changing learning environment. Designed to be easy-to-use, Training Fundamentals covers a range of topics, including:

- How training helps organizations achieve their goals
- What characteristics and skills a trainer needs to be successful
- The adult learning principles that guide all successful training programs
- The basics of designing, developing, delivering, and evaluating training programs
- Guidelines for becoming a professional trainer

The Pfeiffer Essential Guides to Training Basics is a three-volume series—Training Fundamentals, Designing and Developing Training Programs, and Delivering Training Workshops—that offers new and experienced trainers a wealth of ideas, information, tips, tools, and techniques.

### Praise for Training Fundamentals

"Training—it sounds so simple, but it's not. This book provides an essential—and practical—foundation for designing and delivering a successful workshop. It's easy to use, practical, and chock full of insights only a successful trainer knows."

—Barbara Nelson, principal of Nelson Communications

"With crisp, fresh, and easy to understand language, Chan cuts through all the jargon and provides easy to follow guidelines for becoming a pro."

—Terrence L. Gargiulo, president, MAKINGSTORIES.net, and author, Building Business Acumen for Trainers and Trainer's Portable Mentor

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