



# Every Trainer's Handbook

*Devendra Agochiya*

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## **Every Trainer's Handbook** Devendra Agochiya

Every Trainer's 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 importance of general situations that a trainer has to handle in the delivery of the programme, it identifies new situations and issues that call for action by the trainer under a section 'Role of the trainer'. An entirely new section-Using question-response approach for enhancing participation-reinforces and substantiates the concept, meaning and scope of training.

The handbook has been prepared keeping in view the needs of training different types of groups, in different settings, regardless of the nature of the groups or the themes of the training programmes. It is aimed at training managers, instructors at various training and educational institutions, organisers of workshops and seminars, those responsible for planning training programmes, and participants. Its content as well as its reader-friendly language and style make it suitable and relevant for all levels of trainers-the experienced ones or those who are new to professional training. It is a must-read for people specializing in the fields of business and management-training, human resource development, organizational design and development-and social development.

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