101 Learning and Development Tools: Essential Techniques for Creating, Delivering and Managing Effective Training

By Kenneth Fee

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101 Learning and Development Tools is your practical guide to all the most up-to-date training techniques, organized around the classic learning and development cycle. Whether you need a quick, ready solution or some guidance on where to go for in-depth information, this is your essential reference guide. It picks up from where you are in the process of managing learning, and helps you place it in a broader context.

Each chapter is a mini guide to each tool with:
-a description of the tool
-analysis
-resources needed
-cost implications
-cross-references to help you identify alternative or related tools
-suggestions for further study or investigation

101 Learning and Development Tools is the indispensable all-in-one-volume reference book for both professionals in the field and students learning about the subject.

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Review
L&D professionals, HR professionals, HR and HRD students

"*101 Learning and Development Tools* is an extremely practical and comprehensive collection of the tools and techniques needed to design and deliver training interventions." --**Neil Roden**, **former HR Director, RBS**

"Kenneth Fee has succeeded in an ambitious task: to produce an up-to-date snapshot of the tools in use for training and learning in organizations. Everyone would learn something new from reading this comprehensive and accessible book." --**Martyn Sloman, Visiting Professor, Kingston Business School, Kingston University**

"This guide will help HR managers, trainers, and professionals in organization development, change management, talent management and personnel development. The 101 training techniques are described in 2-3 page entries overviewing each technique's main ideas and associated costs. Entries also provide cross references to related tools and list print resources. The 101 techniques are grouped in sections on learning needs analysis and on planning, implementing, and evaluating learning. Some entries describe frameworks [while] others give instructions for tasks such as planning a learning event, procuring learning services, preparing a lesson plan, conducting games and simulations, and keeping learning logs and contracts. Digital tools are described across sections, with entries on social networking and collaborative tools, phases and models of e-learning, and choosing a digital learning platform."
--**Book News, Inc.**

About the Author

Kenneth Fee is a learning and development consultant who specializes in e-learning strategy. He has consulted with blue chip clients and designed solutions based on published learning resources. He was founder CEO of the eLearning Alliance. He is also the author of *Delivering E-Learning: A Complete Strategy for Design, Application and Assessment* also published by Kogan Page.

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