Training and Development Express

Roger Cartwright

- Fast-track route to effective training and development within organizations. Will help maximize the value from the skills and experience of your workforce
- Covers the strategic role training and development plays within organizations. Looks at the differences and similarities between training, development, education, coaching and mentoring. The importance of intellectual capital as a key organizational resource is also explored
- Case studies of TCM.com Inc. (Canada), British Airways, Unipart (UK), The training component of the US Liberty Ship program during World War II, and Canon (Japan)
- Includes a comprehensive resources guide, key concepts and thinkers, a 10-step action plan for implementing a training and development program, and a section of FAQs



Contents

| Introduction to ExpressExec | • |
|--|-----|
| 11.01.01 Introduction | 1 |
| 11.01.02 What is Meant by Training and Development? | |
| 11.01.03 The Evolution of Training and Development | 13 |
| 11.01.04 The E-Dimension of Training and Development | 25 |
| 11.01.05 The Global Dimension of Training and | |
| Development | 35 |
| 11.01.06 The State of the Art | 47 |
| 11.01.07 Training and Development Success Stories | 69 |
| 11.01.08 Key Concepts and Thinkers | 85 |
| 11.01.09 Resources for Training and Development | 95 |
| 11.01.10 Ten Steps to Effective Training and | |
| Development | 105 |
| Frequently Asked Questions (FAQs) | 111 |
| Index | 115 |

Introduction to ExpressExec

ExpressExec is a completely up-to-date resource of current business practice, accessible in a number of ways – anytime, anyplace, anywhere. ExpressExec combines best practice cases, key ideas, action points, glossaries, further reading, and resources.

Each module contains 10 individual titles that cover all the key aspects of global business practice. Written by leading experts in their field, the knowledge imparted provides executives with the tools and skills to increase their personal and business effectiveness, benefiting both employee and employer.

ExpressExec is available in a number of formats:

- » Print 120 titles available through retailers or printed on demand using any combination of the 1200 chapters available.
- » E-Books e-books can be individually downloaded from Express-Exec.com or online retailers onto PCs, handheld computers, and e-readers
- » Online http://www.expressexec.wiley.com/ provides fully searchable access to the complete ExpressExec resource via the Internet a cost-effective online tool to increase business expertise across a whole organization.

vi TRAINING AND DEVELOPMENT EXPRESS

- » ExpressExec Performance Support Solution (EEPSS) a software solution that integrates ExpressExec content with interactive tools to provide organizations with a complete internal management development solution.
- » ExpressExec Rights and Syndication ExpressExec content can be licensed for translation or display within intranets or on Internet sites.

To find out more visit www.ExpressExec.com or contact elound@wiley-capstone.co.uk.