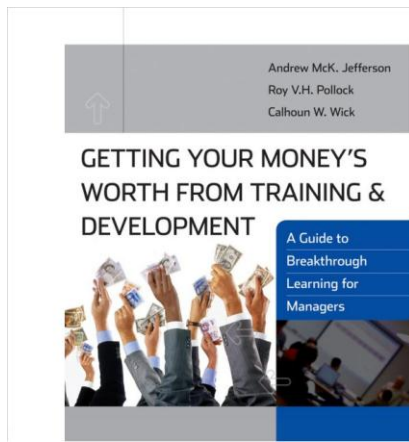
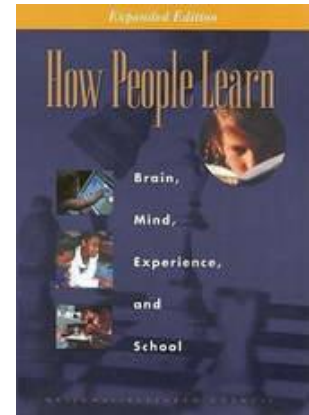


## Selected Resources about Learning and Training

1. How People Learn: Brain, Mind, Experience, and School: Expanded Edition (2000). Commission on Behavioral and Social Sciences and Education (CBASSE). Available (free) online at <http://www.nap.edu/openbook.php?isbn=0309070368>

This book describes the process of human learning. Though it focuses on describing the implications of what we know about how people learn to the school environment, it is relevant for trainers.

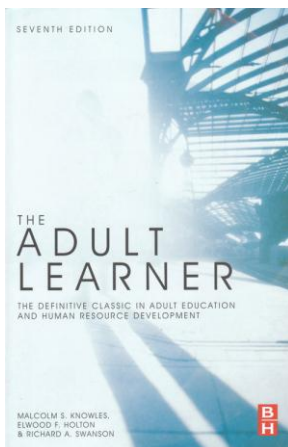
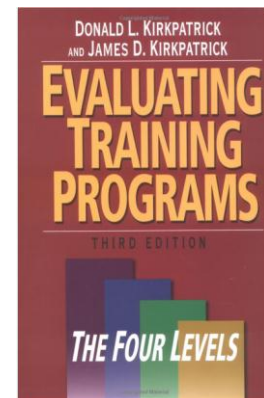


2. Getting Your Money's Worth from Training and Development: A Guide to Breakthrough Learning for Managers and Participants. (2009). Jefferson, A., Pollock, R., and Wick, C. SF: Pfeiffer

This book explains – to both managers and employees – how to maximize the impact that training programs can have, if the three-stage process of learning and training is fully supported. Prepare → Participate → Perform

3. Evaluating Training Programs: The Four Levels (3rd Edition) (2009). Kirkpatrick, D. and Kirkpatrick, J. SF: Berrett-Koehler Publishers, Inc.

This book explains how to assess the impact of training programs at four levels – reaction, learning, performance, and results. Practical, time-tested techniques are explained in detail. Includes an analysis of the strengths and limitations of each level.



4. The Adult Learner (7th Ed.) by Knowles, M., Swanson, R., and Holton, E.. (2011). Oxford, UK: Elsevier

This book explains some of the common differences between the learning characteristics of adults and those of children. Since most learning theories have been developed and tested with school-age children, this work attempts to extend and revise those theories for those training adults, since adults have several different general characteristics than do children.