

Suggested Books for a New Person in the Training & Development field

Earlier this year I was invited to guest lecture at a local college masters class which uses my book as a text. Before I left, the professor asked me to send her a list of recommended current books for individuals in the training & development field. This is the list which I developed. I chose them for a diversity of topics. Pretty much no publisher besides ASTD (ATD) Press is doing many books relevant to this field, but at least that one is somewhat prolific.

- **Bob Vaughn**
Arvon Management Services, LLC

ASTD Handbook, 2nd Edition
Elaine Beich, Editor
ASTD Press ISBN: 9781562869137 © 2014.

This tome is the bible for the field. I have the first edition and it covers a wide variety of topics. At nearly 1000 pages and over \$100, it's probably something you want the library to get unless you will use it a lot.

Kirkpatrick's Four Levels of Training Evaluation
By James D. Kirkpatrick and Wendy Kayser Kirkpatrick
ATD Press ISBN: 9781607280088 © 2016*.

Don Kirkpatrick passed away two years ago. This book is by his son and daughter in law who both worked with him for a number of years. The book actually isn't in final print yet, so I've not seen it. I'm sure, however, that Jim and Wendy (I've met them both) will do nothing to besmirch the family name. The pre-release copy says they will deal with some of the controversies and misconceptions of "the four levels." There have been many (Don's work was part of the basis for my own PhD dissertation, so I've explored them). There are also several earlier books which explain the theory in excellent detail – check Berrett-Koehler's website (www.bkconnection.com).

Real World Training Evaluation: Navigating Common Constraints For Exceptional Results
By Patricia Pulliam Phillips and Jack J. Phillips
ATD Press ISBN: 9781562869076 © 2015.

Jack and Patricia have made this their life's work for many years. They run ATD's evaluation certificate program, and have lots of good ideas. This is the latest book by them; earlier books are also good, and may delve deeper into basic techniques.

* Kirkpatrick's book is due out in about five months. It can be pre-ordered now.

The Virtual Training Guidebook
By Cindy Huggett
ASTD Press ISBN: 9781562868611 © 2014.

I thought we needed something on the list about virtual training. I don't know Cindy, but the reviews are at least good. This one is on the list based on the faith that ASTD published it and hasn't since published anything else.

Training with a Beat
By Lenn Millbower
Stylus Publishing ISBN 1579220002 © 2002.

I'm kind of partial to this book, though it's a narrow topic and done in an unexpectedly technical way. How do you improve training programs with the use of music? Lots of examples here, but – as I said – somewhat technical.

New Social Learning: A guide to Transforming Organizations through Social Media
By Tony Bingham and Marcia Conner
Berrett-Koehler ISBN: 9781605097022 © 2010.

Tony is the long time president of ASTD (ATD) and a good speaker. He's very knowledgeable about the field of T&D and also very knowledgeable about social media – six years ago, at least. I have the book, and went to his two hour presentation on the topic at an international ASTD conference a couple years ago. It's not my passion, being sort of retired and a social media dinosaur, but it's probably worth listing.

Presenting Learning: Ensure CEOs Get the Value of Learning
By Tony Bingham and Tony Jeary
ASTD Press ISBN: 9781562864668 © 2007.

Again, Tony – He's probably better at this topic, or at least he expresses it better. No matter how good a job you do developing a T&D program, you need to be able to sell it to the decision makers. This is a different approach than my Chapter 4, but aims to the same ends.

The Professional Trainer: A Comprehensive Guide to Planning, Delivering and Evaluating Training Programs
By Robert H. Vaughn
Berrett-Koehler ISBN: 9781576752708 © 2005.

(As you probably noticed, this is my own book.) *The Professional Trainer* is a **basic** book; more of a step by step practitioner's guide than one which develops much philosophy or background in the field. Still, (biasedly, I admit) it's a pretty good broad, if shallow, overview of the field. Eleven years have moved much of chapter 8 and part of chapter 9 into the realm of quaintness, though still with some application. (The same rules for designing overhead slides actually still apply to PowerPoint, for example.) The rest of the book remains, I hope, readable and useful to the new practitioner, as well as a handy reference to the more experienced trainer.

You can find more ideas & handouts like this on my website: www.ArvonManagement.com.