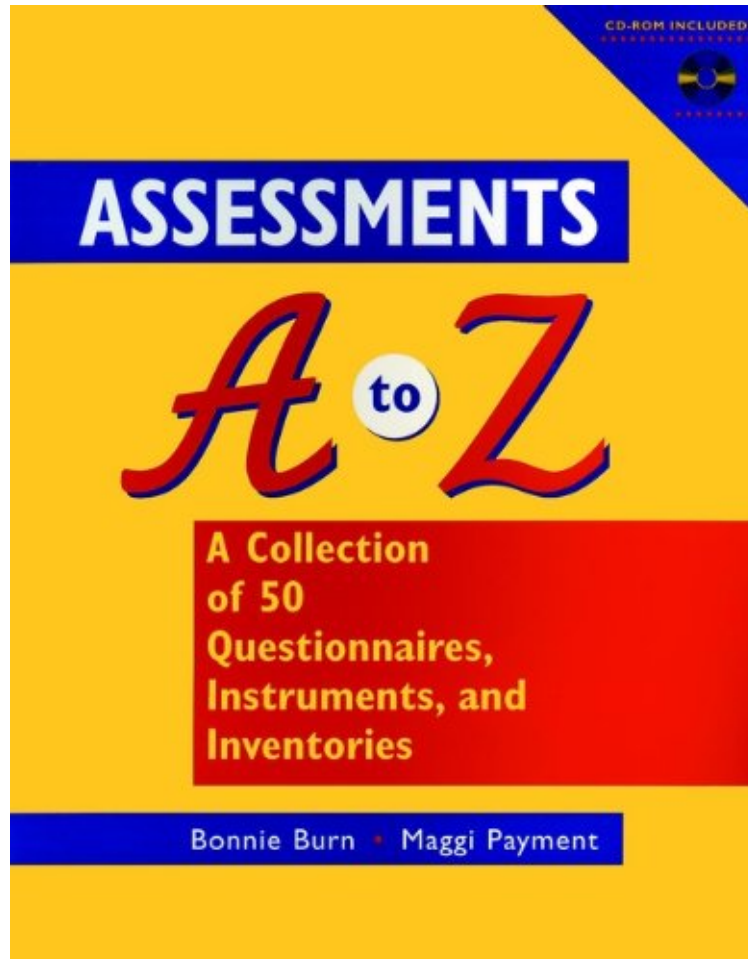


## Assessments A-Z: A Collection of 50 Questionnaires, Instruments, and Inventories

Bonnie E. Burn, Maggi Payment  
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**Bonnie E. Burn, Maggi Payment : Assessments A-Z: A Collection of 50 Questionnaires, Instruments, and Inventories** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Assessments A-Z: A Collection of 50 Questionnaires, Instruments, and Inventories:

7 of 7 people found the following review helpful. ExcellentBy Layla HalabiThis might not be the most comprehensive of assessment books, however, the titles are chosen carefully and I find I have little need to refer to other books. There is also a CD so that you can easily customize and edit the instruments if you wish. The assessments themselves are easy, well written and don't take a long time to be filled by the participants. The last chapter provides you with guidelines for changing and customizing the assessments so that you're not left wholly in the dark.

Your one-stop assessment resource! Save valuable time and resources with this comprehensive and easy-to-use

collection of reproducible assessments. With fifty assessments to choose from, you're sure to find one--and probably more!--that suits your training needs. Topics include: assertiveness \* business writing \* delegation \* facilitation skills \* goal setting \* mentoring . . . and more! Each assessment includes a brief description, scoring and interpretation, and discussion questions. Either reproduce the assessments as they appear in the book or customize them using the accompanying CD-ROM. All of the assessments are brief, easy to administer, and quick to score! You'll use these assessments time and time again: \* To give trainers insight into participants' knowledge base, attitude, self-perception, and course expectations \* In one-on-one settings to aid in your coaching efforts \* In the performance review process as an evaluative tool "This is a 'must' for a trainer's library--a practical assessment resource!" --Joyce Falk, director, human resources, Point Loma Nazarene University

From the Inside Flap "This is a 'must' for a trainer's library-a practical assessment resource!"mdash;Joyce Falk, director, human resources, Point Loma Nazarene University" This user-friendly toolkit of assessments gives any trainer a complete set of instruments for almost every training topic. The CD is definitely a value-added feature, as is the customizable checklist. Anyone who helps others learn can use these tools."mdash;Judith L. Enns, PhD., managing director, HR Solutions" The assessments in this book are ideal for trainers who want to augment their current programs with easy, fun, and informative exercises. I would also recommend this book to managers who may need a short interactive exercise for their staff or team meetings."mdash;Anne T. Walker, senior manager, learning and development, QUALCOMM Inc. Your one-stop assessment resource! Save your valuable time and resources with this easy-to-use and comprehensive collection of reproducible assessments. With fifty assessments to choose from, you're sure to find one (and probably more!) that suits your training needs; all the common training topics are included. Either reproduce the assessments as they appear in the book or customize them using the accompanying CD-ROM. All of the assessments are brief, easy to administer, and quick to score! You'll use these assessments time and time again: To give trainers insight into participants' knowledge base, attitude, self-perception, and course expectations? In one-on-one settings to aid in your coaching efforts? In the performance review process as an evaluative tool Each assessment includes a brief description, scoring and interpretation, and discussion questions. Topics include: Assertiveness? Business writing? Delegation? Facilitation skills? Goal setting? Mentoring? Problem solving? Questioning skills? Risk taking? Stress management? Training techniques? Buzz Words? and many more! From the Back Cover "This is a 'must' for a trainer's library-a practical assessment resource!"mdash;Joyce Falk, director, human resources, Point Loma Nazarene University "This user-friendly toolkit of assessments gives any trainer a complete set of instruments for almost every training topic. The CD is definitely a value-added feature, as is the customizable checklist. Anyone who helps others learn can use these tools."mdash;Judith L. Enns, PhD., managing director, HR Solutions "The assessments in this book are ideal for trainers who want to augment their current programs with easy, fun, and informative exercises. I would also recommend this book to managers who may need a short interactive exercise for their staff or team meetings."mdash;Anne T. Walker, senior manager, learning and development, QUALCOMM Inc. Your one-stop assessment resource! Save your valuable time and resources with this easy-to-use and comprehensive collection of reproducible assessments. With fifty assessments to choose from, you're sure to find one (and probably more!) that suits your training needs; all the common training topics are included. Either reproduce the assessments as they appear in the book or customize them using the accompanying CD-ROM. All of the assessments are brief, easy to administer, and quick to score! You'll use these assessments time and time again: To give trainers insight into participants' knowledge base, attitude, self-perception, and course expectations In one-on-one settings to aid in your coaching efforts In the performance review process as an evaluative tool Each assessment includes a brief description, scoring and interpretation, and discussion questions. Topics include: Assertiveness Business writing Delegation Facilitation skills Goal setting Mentoring Problem solving Questioning skills Risk taking Stress management Training techniques Buzz Words? and many more! About the Author BONNIE BURN is a management trainer with over twenty years experience in the fields of team leadership development. She is the author of Flip Chart Power (Pfeiffer, 1996) and lives in La Jolla, California. MAGGI PAYMENT is a trainer and principal with the Center for Worktime Options, a San Diego, California-based management consulting firm that specializes in developing and implementing telework and flexible workplace programs. With Nancy Stern, she coauthored 101 Stupid Things Trainers Do to Sabotage Success.