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The 2nd edition of the Training Evaluation Pocketbook explains - succinctly, visually and with abundant informative examples - how to measure training results. In order to 'demystify' the process of evaluating training events, the pocketbook identifies nine possible outcomes to measure: reaction to training, satisfaction with the way training was organised, knowledge acquisition, skills improvement, attitude shift, behaviour change, organisational results, return on investment and psychological capital. The book's authors are Paul Donovan and John Townsend who have also jointly written three other titles in the Pocketbook Series, namely: Facilitator's, Training Needs Analysis and Transfer of Learning.

The Appraisals Pocketbook adopts a strongly practical approach in explaining how to set up and run an appraisal system. Using a helpful 5-stage model, the book shows how to identify the job objective and key result areas, how to set clear achievable goals, and how to structure and conduct the performance discussion. The 2nd edition of this popular title has been brought up-to-date by the author and there are new illustrations throughout. Reviewing the Appraisals Pocketbook, Management Today concluded: "This little book provides a lot of help. It challenges managers to ask themselves whether they understand what an appraisal is for, and what questions they should be asking".

The Interviewer's Pocketbook has had a major overhaul in this new third edition and now focuses exclusively on the recruitment interview. The opening chapters look in detail at the necessary skills for conducting an interview: questioning techniques, listening skills and interpretation of body language. Types of question are explored, with ways in which to use them, as well as questions to avoid asking, while a helpful example interview shows the techniques in action. Later chapters cover preparing for and conducting the interview, including looking at job descriptions and specifications, preparing evidence questions, and evaluation of candidates.

Coaching is aimed at improving performance at work. This is done by turning the activities people do into learning situations, in a planned way and under guidance. The Coaching Pocketbook defines the coach's role and explains how coaching differs from the other 'helping skills' of advising, instructing, counselling and mentoring. There are four key stages to coaching, namely assessing current performance levels, setting outcomes for learning, agreeing tactics/initiating action, and giving feedback. The author explains each stage and then moves on to summarise the various skills required. Next, the opportunities for coaching and the potential pitfalls are highlighted. A checklist and a case study end the Pocketbook on a practical note. "Encapsulated my belief in the potential of people and showed me how to translate this into appropriate action" "For UK plc to win a global marketplace it is essential for managers and leaders to understand learning and to develop coaching skills. This pocketbook provides a very readable insight into understanding the challenge." "An amazing amount of ground has been covered in this little book - it unravels a complex subject in a very practical and easy to understand format."

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Revised and updated, this practical handbook is a succinct how-to guide to the psychiatric interview. In a conversational style with many clinical vignettes, Dr. Carlat outlines effective techniques for approaching threatening topics, improving patient recall, dealing with challenging patients, obtaining the psychiatric history, and interviewing for diagnosis and treatment. This edition features updated chapters on the major psychiatric disorders, new chapters on the malingering patient and attention-deficit hyperactivity disorder, and new clinical vignettes. Easy-to-photocopy appendices include data forms, patient education handouts, and other frequently referenced information. Pocket cards that accompany the book provide a portable quick-reference to often needed facts.

The second edition of the book contains over 170 questions and includes new questions that became popular since the first edition of the book was published. Topics: Mathematics, calculus, differential equations? Covariance and correlation matrices. Linear algebra? Financial instruments: options, bonds, swaps, forwards, futures? C++, algorithms, data structures? Monte Carlo simulations. Numerical methods? Probability. Stochastic calculus? Brainteasers The use of quantitative methods and programming skills in all areas of finance, from trading to risk management, has grown tremendously in recent years, and accelerated through the financial crisis and with the advent of the big data era. A core body of knowledge is required for successfully interviewing for a quant type position. The challenge lies in the fact that this knowledge encompasses finance, programming (in particular C++ programming), and several areas of mathematics (probability and stochastic calculus, numerical methods, linear algebra, and advanced calculus). Moreover, brainteasers are often asked to probe the ingenuity of candidates. This book contains over 150 questions covering this core body of knowledge. These questions are frequently and currently asked on interviews for quantitative positions, and cover a vast spectrum, from C++ and data structures, to finance, brainteasers, and stochastic calculus. The answers to all of these questions are included in the book. These answers are written in the same very practical vein that was used to select the questions: they are complete, but straight to the point, as they would be given in an interview.

The Succeeding at Interviews Pocketbook will boost your confidence in preparing for and attending job selection interviews (internal and external) and assessment centres. It is suitable for anyone seeking a new post, from school leavers upwards. The foundation of successful interviews is thorough preparation. The author explains what research you should carry out and how to anticipate what those advertising the post are looking for. The importance of rehearsals and visualisation is also stressed. Deep breath...now for the interview! There is advice on how to enter the room, how to answer questions, what questions to ask and how to create a positive impression. Employers are increasingly relying on assessment centres to meet their recruitment needs. Such centres use a range of tools to test applicants' suitability, including psychometric tests, role play and group exercises. Each different type of test is described and there is advice on how to prepare for and successfully undertake them.

By adopting accelerated learning principles you can teach in a way that maximises your students' chances of reaching their potential. This pocketbook offers practical strategies and techniques that get results. After outlining the background to accelerated learning, Brin Best explains how to prepare your students for learning and how to create the right learning environment. A chapter on teaching strategies covers questioning techniques and styles of teaching and learning, with suggested activities helpfully linked to each of the multiple intelligences first identified by Howard Gardner. A detailed self-evaluation framework allows you to review and develop practice. To quote one head of science, "some books have a good idea every few pages; this one has a few good ideas on every page".

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