

# Resource List

## Adult Learning

Anderson, Lorin W., Benjamin Bloom, David R. Krathwohl. *Taxonomy for Learning, Teaching, and Assessing: A Revision of Bloom's Taxonomy of Educational Objectives, Complete Edition*, 2000

Gardner, Howard, *Multiple Intelligences: New Horizons*, 2006

Knowles, Malcolm, et al. *The Adult Learner*, Elsevier/Butterworth Heinemann, 2005

## Creativity

The ASTD Trainer's Sourcebook: Creativity and Innovation, ASTD Press, 1996

Arch, Dave, *Tricks for Trainers* Volume 1, Jossey-Bass, 1993

Pike, Bob. *Creative Training Techniques*. HRD Press, 2003

## Designing

ASTD Press: Info-Line Series

*Accelerated Learning*

*Action Learning*

*Drive Change with Case Studies*

*Lesson Design and Development*

*Enhance Learning Retention*

*Transfer of Training*

*Storytelling*

*The 3-5-3 Approach to Designing Creative Training*

*Theater-Based Training*

*Using Music as a Training Tool*

*10 Great Games and How to Use Them*

*More Great Games*

*Fun in the Workplace*

*Icebreakers*

Arch, Dave, *Red Hot Handouts*, Jossey-Bass, 1996

Ward, Francine, *Staying Legal Guide*, ASTD Press.

## Facilitating

ASTD Press: Info-Line Series

*Basics of Stand-up Training*

*Effective Classroom Training Techniques*

*How to Prepare and Use Effective Visual Aids*

## Resource List

*Managing Difficult Participants*

*How to Make a Large Group Presentation*  
*Getting the Most from Seminars and Conferences*

The ASTD Trainer's Sourcebook: Facilitation Skills, ASTD Press, 1996

McCain, Donald V. and Deborah D. Tobey. *Facilitation Basics*. ASTD Press, 2004

Schwartz, Roger. *The Skilled Facilitator*. Jossey-Bass, 2000

### Training Basics

ASTD Press: Info-Line Series

*The New Basic Training for Trainers*  
*12 Habits of Successful Trainers*

*Ethics for Trainers*  
*Basics of Intercultural Communication*  
*Valuing and Managing Diversity*

ASTD Learning System, ASTD Press, 2006

Biech, Elaine. *Training for Dummies*. John Wiley & Sons, 2005

Eitington, Julius E. *The Winning Trainer*, 4<sup>th</sup> edition. Butterworth-Heinemann, 2002

Mager, Robert F. *The New Mager Six Pack*. CEP Press, 1992

Piskurich George. *ASTD Handbook of Training Design and Delivery*. McGraw-Hill, 1999.

Stolovitch, Harold, and Erica J. Keeps. *Telling Ain't Training*. ASTD Press, 2002.

Ukens, Lorraine. *What Smart Trainers Know*. John Wiley, 2001.