Annex 2:   References

I t is hoped that references to websites given below will be helpful. However, the author can take no responsibility for the persistence or accuracy of the URLs given, and cannot guarantee that the content of such websites will remain appropriate.

SECTION 1. HOW TO CARRY OUT AN ORGANIZATIONAL NEEDS ANALYSIS

- The Learning Needs Analysis Toolkit (website). 2012. University of Oxford Continuing Professional Development Centre:
  www.conted.ox.ac/courses/professional/lnat/index.php

SECTION 2. GENERAL REFERENCES TO PUBLICATIONS AND WEBSITES FOR TRAINING ACTIVITIES

- www. trainerbubble.com/energisers.aspx
- www. businessballs.com/businessballs-index.htm#l
- www.trainingzone.co.uk
- Belbin, R M. 1981. Management Teams. Oxford, UK: Butterworth-Heinemann.
- Biech, E. 2005. Training for Dummies. Indiana, US: Wiley.
- Buckley, R and Caple, J. 2009. The Theory and Practice of Training. 6th edition. London, UK: KoganPage.
- Clark, R. C. 2010. Evidence-based Training Methods: A Guide for Training Professionals. ASTD Press.
- Cranton, P. 1992. Working with adult learners. Toronto, Canada: Wall and Emerson.
- Fee, K. 2011. 101 Learning and Development Tools: Essential Techniques for Creating, Delivering and Managing Effective Training. London: KoganPage.
- Knowles, M. 1984. The adult learner: a neglected species. Houston, US: Gulf.
- Pike, B. 2011. 101 Games for Trainers. HRD Press, Inc.
- Sheal, P. 1999. The Staff Development handbook – an action kit to improve performance. 2nd edition. London, UK: Kogan Page.
- Townsend, J. 2003. The Trainer's Pocketbook. 10th edition. Management Pocketbooks.

SECTION 3. REFERENCES ON LEARNING STYLES AND LEARNING CYCLE

- Buckley, R and Caple, J. 2009. Chapter 7.
- O'Neill-Blackwell, J. 2012. Engage: The Trainer's Guide to Learning Styles. John Wiley and Sons.
- www. businessballs.com/kolblearningstyles.htm

SECTION 4. REFERENCES ON SPECIFIC TRAINING SKILLS

- www.skillsyouneed.co.uk
- Assertiveness. www.businessballs.com/self-confidence-assertiveness.htm
- Presentation skills. www.businessballs.com/presentation.htm
- Visual aids. www.businessballs.com/visualaids.htm
- Role play. www.businessballs.com/roleplayinggames.htm
- Biech, E. 2005. Training for Dummies. Part III: Showtime: Delivering a Dynamic Training Session
- Lucas, R.W. 1999. The Big Book of Flip Charts: A Comprehensive Guide for Presenters, Trainers and Facilitators. McGraw-Hill Professional.
- Townsend, J. 2009. The Facilitator's Pocketbook. 2nd edition. Management Pocketbooks.
- Townsend, J. 2009. The Presentations Pocketbook. 2nd edition. Management Pocketbooks.