ATD PRESS
The premier publisher specializing in talent development, training, and professional development.

The Association for Talent Development (ATD), formerly ASTD, is the world's largest association dedicated to those who develop talent in organizations. We've published important content for the field for more than 75 years. ATD Press publications are written by industry thought leaders and offer anyone who works with adult learners the best practices, academic theory, and guidance necessary to move the profession forward.

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SHOCK OF THE NEW
The Challenge and Promise of Emerging Technology
Chad Udell and Gary Woodill

Learn How to Evaluate New Technologies for Your Organization

Most new and emerging technologies have been in development for decades, but as soon as they land on our doorstep, they inspire “the shock of the new.” Shock of the New offers the first overall framework for evaluating emerging learning technologies. Chad Udell and Gary Woodill present their BUILDS framework, outlining six key perspectives to be considered with any new technology. They also provide a rubric of 30 questions to use when applying the framework. This much needed practical guide helps learning and talent development professionals make earlier and better judgments about technology.


With 20 years of working with industry-leading Fortune 500 companies and government agencies to design and develop experiences, Chad Udell is managing partner, strategy and new product development at Float.

Gary Woodill is a senior analyst with Float, as well as CEO of i5 Research. Gary conducts research and market analyses as well as assessments and forecasting for emerging technologies.

Paperback · 6x9 · 256pp. · April 2019

For inquiry, email to interest@igroupnet.com
CONFESSIONS OF A CORPORATE TRAINER
An Insider Tells All
Jonathan Halls

Get the Inside Scoop on Training

Confessions of a Corporate Trainer explores what it means to be a successful trainer in all its gritty reality. This book sets out to support practitioners in deepening the learning experience for the people they serve as trainers. Author Jonathan Halls draws from personal experience and writes with humor and accessibility in this research-based understanding of learning in the workplace. He challenges the unwritten rules to live by and the rules to break. Halls discusses the future of trainers and what skills trainers must develop to future-proof themselves.

Contents: The Shiny Happy Trainer • Learning Takes Practice • I Don’t Try to Be a Good Presenter Anymore • Why They Hired Us • Planning • From Classroom to Workplace • Trainers as Ambassadors to Talent • Sustaining Your Mojo • Travel • Remaining Clear-headed • A Trainer’s Crystal Ball

Former BBC learning executive Jonathan Halls has been training, speaking, and coaching for 25 years in more than 20 countries. An author, trainer, and coach, Halls wrote Rapid Media Development for Trainers (ATD Press 2017) and has contributed to numerous ATD publications. He is an adjunct professor at George Washington University and facilitates ATD’s Master Trainer Program and ATD’s Rapid Video for Learning Professionals Certificate program. He describes his work as “at the intersection of media, communication, learning, leadership, and innovation.”

Paperback • 5.25 x 8 • 200 pp. • April 2019

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FULLY COMPLIANT

Compliance Training to Change Behavior

Travis Waugh

Build Sustainable Compliance Programs

In Fully Compliant, Travis Waugh challenges traditional compliance training developed to simply ensure that employees avoid the legal risk of failing to comply with a specific compliance mandate. With an ever-increasing number of compliance subjects to address, such programs are unsustainable. Instead, organizations must build compliance programs that serve a higher, broader purpose and build robust, resilient cultures focusing on integrity and ethics learning. Optimal compliance programs are flexible and create real learning experiences that change behavior, thus diminishing the chance of misconduct in the first place.

Contents: Compliance Training Today • History of Organizational Compliance • What SMEs Want • A Better Way to Manage Risk • Compliance Learning Plan • Rise of Real Learning • Opportunistic Analysis • Belief, Culture, and the Levers of Human Behavior • Making Good Content Instinctive • Making a Habit of Compliance • GDPR Habit Case Study • Intrinsic Motivation and Problem-Based Learning • PBL Compliance Project Samples • Branding, Measurement, and Ways to Make or Break Compliance Programs • The Future: The End of Compliance

Travis Waugh is a training generalist for The Georgia Institute of Technology. A reformed screenwriter and film editor, Waugh has been helping adults learn in person and online for more than a decade. Whether teaching English as a second language in Japan, crafting IT training solutions for large corporations, or meeting faculty and staff learning needs in higher education, he has demonstrated a commitment to engaging audiences through humor, interactivity, and dogged relevancy.

ISBN: 978-1-947308-35-0 • Product Code: 1119D
Paperback • 6x9 • 256 pp. • June 2019

For inquiry, email to interest@igroupnet.com
NEW IN THE 10 STEPS SERIES

10 STEPS TO SUCCESSFUL MENTORING
Wendy Axelrod, PhD
Mentor for Success
Wendy Axelrod inspires and provides the newer seasoned mentor with the tools needed to create a customized mentoring experience that focuses on the growth of the mentee and the mentor. This book demonstrates that exceptional mentoring gives the mentee a secure environment to explore aspirations, think more broadly, and behave with greater effectiveness and allows the mentor to enhance their career, gain new perspectives, and learn what it takes to develop others.

Contents: Prepare for Your Role - Establish the Relationship - Set the Direction - Leverage Experience for Development - Expand Growth Using Everyday Psychology - Elevate the Power of Questions - Diversify Development Methods - Promote Influence Skills - Address Mentor Challenges - Consolidate Learning and Bring Closure

Paperback - 6x9 - 224pp. - June 2019

10 STEPS TO BE A SUCCESSFUL MANAGER
Second Edition
Lisa Haneberg
Triumph as a Manager
This updated second edition offers actionable techniques that managers of all experience levels need to succeed. It aligns with ATD’s survey-based research on social skills crucial to managerial success. It includes pointers, tables, tools, and worksheets to guide you from big picture goal-setting to daily progress and to help you triumph over management barriers.

Contents: Know Your Business - Work Well With Others - Define and Model Excellence - Hire for Fit and Onboard for Success - Use Pull Versus Push Motivation - Reinforce and Reward the Nonnegotiables - Bring Out the Best in Others - Plan, Measure, and Adjust - Manage Change and Transition - Build a Career, Leave a Legacy

ISBN: 978-1-949036-20-6 - Product Code: 111908
Paperback - 6x9 - 168pp. - May 2019

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The 10Steps series is designed for business professionals who need guidance on a wide array of topics. Titles provide quick 10-step processes and solutions for enhancing skills and overcoming everyday challenges. Resources and references include checklists, tips, worksheets, and examples.

10 STEPS TO SUCCESSFUL BUDGETING
Lianabel Oliver and Eduardo Nin
Successfully navigate the budgeting process by walking through the fundamentals and your role. Authors Oliver and Nin provide an overview of the planning and budgeting process and show how to develop and defend a sound budget to the next level of management.

10 STEPS TO SUCCESSFUL FACILITATION
Second Edition
Association for Talent Development
This book takes the guesswork out of the essential skill of facilitation and gives you a step-by-step process for becoming an accomplished and successful facilitator. This second edition features updates to each step, and is reorganized to align with the problem facilitators face today.

10 STEPS TO SUCCESSFUL BUSINESS WRITING
Second Edition
Jack E. Appleman
In today’s business world, you are what you write. This book is your guide to capturing your reader’s attention and imagination.

For inquiry, email to interest@igroupnet.com
AGILE FOR INSTRUCTIONAL DESIGNERS
Iterative Project Management to Achieve Results
Megan Torrance

Discover Agile for Better Instructional Design

Popular in the software development space as an approach to project management, Agile, when applied to the area of instructional design, provides a framework for adapting to change as it happens and for working with the project sponsor to deliver the content most needed by learners. Recognizing that software development and instructional design have different needs and outcomes, author Megan Torrance developed and introduces the LLAMA methodology based on Agile to illustrate how the Agile project management approach applies specifically to instructional design projects. This book includes templates for goal alignment, learner personas, scope definition, estimating, planning, and iterative development.

Contents:
The Case for Agile
Part I: Kicking Off the Project
Plan the kickoff • Define the goal • Define the learner
• Define scope with user stories • Define scope using action

Part II: Managing the Project
Plan the project • Design and deliver in iterations • Create planning and working rhythms • Communicate status • Facilitate retrospectives

Part III: Applying Agile in the Organization

Megan Torrance is the chief energy officer of Torrance Learning, an e-learning design and development firm. With more than two decades of experience in change management, instructional design, and business consulting, Torrance brings a passion for design excellence into her project management.

Paperback • 6x9 • 152pp. • August 2019

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THE UNASHAMED GUIDE TO VIRTUAL MANAGEMENT

Benjamin Bisbee and Kathy Wisniewski

Manage Virtual Teams for Maximum Results

What happens when a virtual manager needs actual day-to-day support around issues such as handling office romance and doing laundry on the job—as well as more traditional issues like onboarding, performance reviews, and scheduling? Using short chapters and writing in a fun, whimsical, and straightforward way, authors Ben Bisbee and Kathy Wisniewski address the unanswered and critical questions of how to manage virtual teams in this new resource. No more scrambling to see how to handle an unexpected situation—virtual managers can consult the authors’ advice on more than 30 topics.

Contents:
Part I: Understanding the Virtual World
- Time Zones
- Work Hours
- Flexible Schedules
- Privacy

Part II: Managing Your Team
- Hiring
- Diversity, Inclusion, Equity
- Onboarding
- Communications
- Performance
- Professional Growth
- Bandwidth
- Disciplinary Meetings
- Dismissal
- Budgeting for Digital

Part III: Building a Team Culture
- Teambuilding
- Morale
- Involving Guests
- Birthdays and Happy Hours
- Cliques and Gossip
- Benefits

Part IV: Creating a Virtual Policy
- Laundry, Cooking, and Errands
- Home Distractions
- Office Romance
- Harassment
- Nepotism
- Dealing
- With Loss of Team Members
- Holidays

Benjamin Bisbee is a nonprofit professional with more than 18 years of experience in hands-on program development, corporate engagement, fundraising, and professional writing on corporate and nonprofit engagement and relationships. He is the founder and principal of Rhinocorn Consulting, a nonprofit advancement consultancy focused on the industry of corporate social responsibility (CSR) and how it can benefit nonprofits.

Kathy Wisniewski is the administrative services officer for the Histiocytosis Association and the Histiocyte Society based in Pitman, New Jersey.

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MICROLEARNING

Short and Sweet

Karl Kapp and Robyn DeFelice

Implement Microlearning in Your Organization

Introducing the first book of its kind on microlearning, Karl Kapp and Robyn DeFelice provide a concise but comprehensive resource to accommodate the most- and least-informed on microlearning. They give a universal definition of microlearning, provide examples, and present a clear picture of what microlearning is and isn’t. The authors offer readers guidance on how, when, and why to design, develop, and implement microlearning in their organizations. This book debunks some common misunderstandings of what makes microlearning effective. User-friendly and highly accessible, this book should be used by instructional designers and anyone interested in microlearning.


Karl Kapp, professor of instructional technology at Bloomsburg University, is the author behind the widely read Kapp Notes blog and a regular contributor to ATD’s Learning Technologies blog. Kapp has written or co-authored six books on the convergence of learning and technology, including the bestselling The Gamification of Learning and Instruction and his previous ATD book, co-authored with Sharon Boller, Play to Learn (ATD Press).

Robyn A. DeFelice, PhD, has been a consultant and strategist in the learning and development field for more than 18 years. She currently directs training initiatives for Revolve Solutions, a service-disabled veteran-owned small business. DeFelice is also an adjunct professor, teaching the art and science of instructional design and the management of L&D projects.

Paperback • 7.25 x 5.25 • 200pp • September 2019

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The Training Basics series provides a baseline explanation of the theories and concepts behind featured topics, as well as instructions for their practical day-to-day application in the workplace. Exercises, assessments, and more help to evaluate needs and get you up to speed on the fundamentals of training.

JOB AIDS BASICS
Second Edition
Joe Willmore
Go from novice job aid designer to expert in this revised second edition. Includes new examples of how to use job aids and a new chapter on creating job aids for mobile devices. Find a step-by-step guide to determining the right job aid for any situation, developing it using best practices, and implementing it in a way that ensures people will use it.

TRAINING DESIGN BASICS
Second Edition
Saul Carliner
This book zeroes in on how to design successful training for the face-to-face or virtual classroom. It is also a guide for developing self-study training programs.

VIRTUAL TRAINING BASICS
Second Edition
Cindy Huggett
Your learners need courses they can take anywhere, organizations need to save money, and everyone expects materials to be as current as possible. Build your virtual training skills with this book.

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ATD’S FOUNDATIONS OF TALENT DEVELOPMENT
Launching, Leveraging, and Leading Your Organization’s TD Effort
Elaine Biech

Your Talent Development Atlas
If you’ve been directing your organization’s talent development effort, you might feel like you’re on a journey without a map. Elaine Biech understands the road ahead. From developing your strategy, creating an operating plan, and reinforcing your organization’s mindset, through design, delivery, measurement and evaluation, and preparing for the future, think of this book as your professional atlas.

ISBN: 978-1-56286-843-7 • Product Code: 111814
Hardcover • 7x9 • 656 pp. • September 2018

ATD’S ACTION GUIDE TO TALENT DEVELOPMENT
A Practical Approach to Building Your Organization’s TD Effort
Elaine Biech

Get Started Now. Take Action.
As you position your organization’s talent development effort for the future, what you need to know grows exponentially. The companion volume to ATD’s Foundations of Talent Development, this book follows the same eight-step framework for defining your organization’s learning foundation through preparing for the future. In this book you’re sure to find valuable concepts, designs, and ideas no matter which page you open to, no matter what problem brought you there.

ISBN: 978-1-949036-22-0 • Product Code: 111823
Paperback • 7x9 • 528 pp. • September 2018

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THE ART AND SCIENCE OF TRAINING

Elaine Biech

This bestselling book shows you how to blend content mastery and audience insight to deliver outstanding training experiences. Elaine Biech, one of the most highly regarded names in talent development, sets out to present the science for learning and development, but also emphasizes that training success lies in knowing what to do when things don’t go as planned.

ISBN: 978-1-60728-094-1
Product Code: 111615
Paperback - 6 x 9
304 pp. - 2016

ASTD HANDBOOK

The Definitive Reference for Training & Development

Second Edition

Elaine Biech, Editor

The ASTD Handbook, second edition, offers crucial guidance to practitioners of all levels and from every industry as they navigate contemporary challenges.

ISBN: 978-1-56286-913-7
Product Code: 111409
Hardcover - 7 x 9
984 Pages - 2014

STORYTRAINING

Selecting and Shaping Stories That Connect

Hadiya Nuriddin

The challenge with storytelling, according to author Hadiya Nuriddin, is in finding a story to tell. This book focuses on that elusive part of storytelling—finding the stories lurking everywhere and telling them.

ISBN: 978-1-56286-689-1
Product Code: 111804
Paperback - 5.5 x 8.5
160 pp. - 2018

MILLENNIALS, GOLDFISH & OTHER TRAINING MISCONCEPTIONS

Debunking Learning Myths and Superstitions

Clark N. Quinn

This book debunks common assumptions about good learning design. Be a smart consumer and stand behind the science of learning.

ISBN: 978-1-947308-37-4
Product Code: 111607
Paperback - 5.25 x 7.75
200 pp. - 2018

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EFFECTIVE SMEs
A Trainer’s Guide for Helping Subject Matter Experts Facilitate Learning
Dale Ludwig and Greg Owen-Boger
Partnering with subject matter experts can really pay off. Design learning events with the needs of SMEs in mind.

ISBN: 978-1-56286-170-4
Product Code: 111712
Paperback -6x9
192pp. - 2017

TELLING AIN’T TRAINING
Updated, Expanded, Enhanced
Second Edition
Harold D. Stolovitch and Erica J. Keeps
An essential book for all learning and development professionals, this title is chock-full of myth-busting research and ready-to-use tools. Delivered in a lighthearted and entertaining style, the second edition sets new standards for the training industry.

ISBN: 978-1-56286-701-0
Product Code: 111109
Paperback - 7x10
320pp. - 2011

TRAINING DESIGN AND DELIVERY
A Guide for Every Trainer, Training Manager, and Occasional Trainer
Third Edition
Geri E. McArdle
This edition highlights training delivery systems, zeroes in on training technologies, and puts proven principles and tools within reach.

ISBN: 978-1-56286-971-7
Product Code: 111506
Paperback - 7x10
296pp. - 2015

KIRKPATRICK’S FOUR LEVELS OF TRAINING EVALUATION
James D. Kirkpatrick and Wendy Kayser Kirkpatrick
Adopt the most widely used training evaluation model around the globe by diving into the New World Kirkpatrick Model, a powerful methodology that melds people with metrics.

ISBN: 978-1-60728-008-8
Product Code: 111804
Paperback - 7x10
256pp. - 2016
THE ACCIDENTAL INSTRUCTIONAL DESIGNER
Learning Design for the Digital Age
Cammy Bean
This book covers nearly every aspect of the design process, from creating scenarios to building interactivity and working with SMEs. Look no further for new ideas on instructional design for e-learning.

PROJECT MANAGEMENT FOR TRAINERS
Second Edition
Lou Russell
Whether you’re developing materials on unfamiliar topics or writing courses for others to deliver using new technology, this book will strengthen your project management processes.

ISD FROM THE GROUND UP
A No-Nonsense Approach to Instructional Design
Fourth Edition
Chuck Hodell
This handbook on core ISD practices covers everything novice and practiced instructional designers need to know.

LEAVING ADDIE FOR SAM
An Agile Model for Developing the Best Learning Experiences
Michael Allen With Richard Sites
Delve into SAM and the Savvy Start. Together, they incorporate processes that reduce the complexity of instructional design and development, yielding more effective learning experiences.

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A New Manager’s Guide to Avoiding Total Disaster
Katy Tynan
Being a first-time manager is tough. In this book, you’ll learn about five basic truths to management. Become the manager everyone’s talking about—in a good way.

MINDS AT WORK
Managing for Success in the Knowledge Economy
David Grebow and Stephen J. Gill
Nurture the minds at work and win the hearts of your organization. Inspire employees to higher levels of performance.

ATD TALENT MANAGEMENT HANDBOOK
Terry Bickham, Editor
With 20-plus chapters written by more than 30 contributors, this book offers progressive thoughts on the state of talent management and how the function must adapt.

ENGAGING THE WORKPLACE
Using Surveys to Spark Change
Sarah R. Johnson
Treated properly, the employee engagement survey can illuminate critical workplace issues and turn HR into a source of data-based people decisions. Stop evaluating “what” and get to the “why” of employee engagement.
NOT JUST ANOTHER MEETING
Creative Strategies for Facilitation
Rodney Napier and Eli Sharp
Take a fresh approach to meetings! With preparation and intention, turn what seems like wasted time into opportunities that fully engage participants and teams. This book offers 13 classic facilitation designs for solving problems, building trust, and dealing with conflict.

ISBN: 978-1-56286-688-4
Product Code: 111811
Paperback - 6x9
184pp. - 2018

LEAD WITH YOUR CUSTOMER
Transform Culture and Brand Into World-Class Excellence
Second Edition
Mark David Jones and J. Jeff Kober
This book offers key success tools all world-class organizations have in common and explains how your organization can adopt them, using the World-Class Excellence Model. This second edition includes new examples, including IKEA, Harley-Davidson, Southwest Airlines, Ritz-Carlton, and Disney.

ISBN: 978-1-947308-84-8
Product Code: 111905
Paperback - 6x9
272pp. - 2019

FOCUS ON THEM
Become the Manager Your People Need You to Be
Edited by Ryan Changcoco, Megan Cole, and Jack Harlow
Introducing the ACCEL model (Accountability, Communication, Collaboration, Engagement, and Listening and Assessing), this book provides the tools and knowhow to excel as a manager. Focus on these basics and transform from a results-oriented manager to the superpeople manager your employers need.

ISBN: 978-1-56286-871-0
Product Code: 111817
Paperback - 6x9
208pp. - 2018

A PRACTICAL GUIDE TO MANAGING TEMPORARY WORKERS
Peter R. Garber and Joseph Mack III
This book explores the process of managing temporary workers—from developing a strategy and guidelines around contingent workers to training and treating them fairly—to provide a better understanding of the impact these workers have on an organization’s growth.

ISBN: 978-1-947308-66-4
Product Code: 111802
Paperback - 6x9
160pp. - 2018
WORK THE PROBLEM
How Experts Tackle Workplace Challenges
Kathryn Stafford
Ten fictionalized case studies are coupled with in-depth analysis and commentary by experts who offer fresh ways of looking at seemingly insurmountable difficulties.

EVERYDAY COACHING
Using Conversation to Strengthen Your Culture
Virginia Bianco-Mathis and Lisa Nabors
Discover the power of coaching to achieve expectations, personal growth, and overall strategic success.

LEARNING IN THE AGE OF IMMEDIACY
5 Factors for How We Connect, Communicate, and Get Work Done
Brandon Carson
Five factors—automation, the cloud, mobile, big data, and the Internet of Everything—will change how we work. This primer tells you what you need to know to evolve your organization in moving at the speed of business.

MENTORING PROGRAMS THAT WORK
Jenn Labin
Organizations succeed by building mentoring programs that connect people and inspire learning transfer. Whether the goal is to recruit and retain Millennials or deepen organizational commitment, embrace mentoring as one of the most powerful tools of talent development.
LEARNING WHILE WORKING
Structuring Your On-the-Job Training
Paul Smith

Paul Smith demonstrates how a well-designed, structured on-the-job training program can be your company’s talent development answer to a Swiss Army knife.

Find Your Fit
A Practical Guide to Landing a Job You’ll Love
Sue Kaiden, Editor

Identify the best environment for you, shape your online identity, and network effectively.

The Art of Executive Coaching
Secrets to Unlock Leadership Performance
Nadine Greiner, PhD

Nadine Greiner goes behind the scenes with nine stories of executive coach Alice Well and her clients. Learn tips and tricks used by executive coaches to unlock the transformative performance results leaders need.

Speak for a Living
The Insider’s Guide to Building a Speaking Career
Second Edition
Anne Bruce and Sardék Love

This second edition provides updated strategies for navigating the public-speaking business, new material on social media and website marketing, and guidance on how to diversify services in an increasingly globalized industry.

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VIRTUAL TRAINING TOOLS AND TEMPLATES
An Action Guide to Live Online Learning
Cindy Huggett
Gain the tried-and-true tools needed to make virtual training programs an all-out success with Cindy Huggett’s complete guide.

ISBN: 978-1-56286-575-7
Product Code: 111704
Paperback - 7x10
240pp. - 2017

PLAY TO LEARN
Everything You Need to Know About Designing Effective Learning Games
Sharon Boller and Karl Kapp
How do you become the Milton Bradley of learning games? Play to Learn is here to help. This book bridges the gap between instructional design and game design by helping you grow your game literacy and strengthen crucial game design skills.

ISBN: 978-1-56286-577-1
Product Code: 111705
Paperback - 7x10
168pp. - 2017

THE NEW SOCIAL LEARNING
Second Edition
Tony Bingham and Marcia Conner
Find out how social media can encourage knowledge transfer and real-time learning in a connected and engaging way.

ISBN: 978-1-56286-996-0
Product Code: 111527
Paperback - 6x9
352pp. - 2015

THE LMS GUIDEBOOK
Learning Management Systems Demystified
Steven D. Foreman
If you need to manage training and education programs, then you need an LMS. Don’t waste time and money picking the wrong one.

Product Code: 111715
Paperback - 7.5x9.25
248pp. - 2017

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**LEARNING TECHNOLOGY**

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**A TRAINER’S GUIDE TO POWERPOINT**

**Best Practices for Master Presenters**

*Mike Parkinson*

Named a Microsoft PowerPoint MVP (Most Valuable Professional), Mike Parkinson provides a master class on the art of PowerPoint. Walk through the three phases of presentation development—discover, design, and deliver—and learn tips and best practices for presentation success.

ISBN: 978-1-947308-52-7  
Product Code: 111808  
Paperback - 85 x 9.25  
200 pp. - 2018

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**E-LEARNING DEPARTMENT OF ONE**

*Emily Wood*

As more companies want e-learning for training and development, they often task lone individuals with the work. When you’re on your own, you need workarounds and shortcuts. This book is a lifeline, covering the full scope of e-learning design and development from the lens of how to get by with limited resources, help, and time.

ISBN: 978-1-947308-82-4  
Product Code: 111813  
Paperback - 6 x 9  
200 pp. - 2018

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**INTERACT AND ENGAGE!**

**50+ Activities for Virtual Training, Meetings, and Webinars**

*Kassy LaBorie and Tom Stone*

Captivate your audience using proven activities ranging from icebreakers to closers to enhance online programs, meetings, and webinars.

ISBN: 978-1-56286-936-6  
Product Code: 111510  
Paperback - 75 x 9.25  
232pp. - 2015

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**RAPID MEDIA DEVELOPMENT FOR TRAINERS**

**Creating Videos, Podcasts, and Presentations on a Budget**

*Jonathan Halls*

Read this book to create captivating video, crisp podcast audio, and eye-catching presentations. Jonathan Halls adapts his film and broadcast experience with the BBC to help any learning team dazzle.

ISBN: 978-1-56286-585-6  
Product Code: 111620  
Paperback - 75 x 9.25  
208 pp. - 2016

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LEADERSHIP AND LEADERSHIP DEVELOPMENT

PEAK LEADERSHIP FITNESS
Elevating Your Leadership Game
Timothy J. Tobin
Tim Tobin shares the lessons he’s learned at the intersection of physical and leadership fitness, providing his fitness principles and steps to becoming leadership fit. Grounded in L&D and research and illustrated with true-to-life vignettes, this book offers templates and sample leadership fitness plans.

PUT EMOTIONAL INTELLIGENCE TO WORK
EQuip yourself for Success
Jeff Feldman and Karl Mulle
Reap the benefits of emotional intelligence by applying behavioral strategies for emotional self-management and changing long-entrenched patterns of behavior.

LEADERSHIP LESSONS FOR ANY OCCASION
Stories of Our Mothers
Ed and Nila Betof
Authors Ed and Nila Betof share stories from a wide range of leaders, teachers, coaches, and TD professionals about how their mothers guided their paths to helping others lead resourceful, meaningful lives.

CONNECTION CULTURE
The Competitive Advantage of Shared Identity, Empathy, and Understanding at Work
Michael Lee Stallard
This book provides a fresh way of thinking about leadership and offers recommendations for how to tap into the power of human connection.

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LEADERS OPEN DOORS
A Radically Simple Leadership Approach to Lift People, Profits, and Performance
Second Edition
Bill Treasurer
Learn to open doors of opportunity for others as you master four essential skills that all new and experienced leaders must have.

OWN ANY OCCASION
Mastering the Art of Speaking and Presenting
Erik Palmer
Use 11 simple steps to craft the perfect message and captivate audiences with exceptional delivery.

UNSTOPPABLE YOU
Adopt the New Learning 4.0 Mindset and Change Your Life
Patricia A. McLagan
Upgrade yourself and everyone in your organization with survival skills for the 21st century. Discover seven basic best practices that will guide how to respond to new insights and the profound changes in the world.

BECOMING A CAN-DO LEADER
A Guide for the Busy Manager
Frank Satterthwaite and Jamie Millard
Manage without giving up the work you love and discover the leader within.

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The What Works in Talent Development series addresses the most critical topics facing today’s TD practitioners. Written for trainers, by trainers, each book is designed to enhance your knowledge of core subject matter, while offering a practical guide to follow.

**STARTING A TALENT DEVELOPMENT PROGRAM**
Elaine Biech

If your goal is to develop talent within your organization, this concise yet foundational book has the keys to success. Get answers to many of your questions and discover the real questions you need to consider.

**BLEND LEARNING**
Jennifer Hofmann

Blended learning isn’t just sequencing content. Find out how to align instructional strategies, techniques, and technologies.

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**EFFECTIVE ONBOARDING**
Norma Dávila and Wanda Piña-Ramírez

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