

Resource Sheet



Training & Development Sources of Information

This resource sheet highlights a selection of the wide range of publications and support material on offer to those responsible for planning and delivering learning, training, and development.

The list is not exhaustive and People In Aid does not recommend specific websites, publications or organisations offering services or support. Every reasonable effort has been made to ensure the accuracy of the material offered, however, we cannot be held responsible for any adverse outcome of using it or engaging the services of external agencies. All contact details are correct as of April 2007

People In Aid Publications

Available at <http://www.peopleinaid.org/resources/publications.aspx>

- ***Develop Your People and Organisation***
- ***Team Management Workbook***
- ***Mentoring***
- ***Basic Training for NGO workers – information note (free download)***
- ***Learning Styles and Methodologies – information note (free download)***
- ***Training and Development – information note (free download)***

CIPD Publications - general

Chartered Institute of Personnel & Development.

CIPD House, Camp Road, London SW19 4UX, Tel: 020 8971 9000

See website <http://www.cipd.co.uk> for a range of resources and publications such as:

- ***CIPD annual Learning and development survey*** is available online at <http://www.cipd.co.uk/surveys>
- ***Learning about Learning***, Samuel A Malone, May 2003
- ***Designing and Delivering Training***, David Simmonds, October 2003
- ***Learning Needs Analysis and Evaluation***, 2nd ed, Frances and Roland Bee, April 2003
- ***Evaluating Training***, 2nd ed, Peter Bramley, Dec 2003
- ***Performance Management, the new realities***, Michael Armstrong & Angela Baron, CIPD, 1998 (ref chapters 12, Performance Management and Development)
- ***A Handbook of Human Resource Management Practice***, Michael Armstrong, Kogan Page, 6th ed, 1996 (ref Chapter 6, Evaluating the HR function)
- ***Building a training and development strategy***, by Andrew Mayo, Sept 1998
- ***Setting a training and development policy***, by Andrew Mayo (web article from TJonline available at <http://www.trainingjournal.com/tj/273.html> free to subscribers, a fee will be charged for non-subscribers)
- ***Developing senior managers***, by Ian Cunningham (fact sheet available at <http://www.cipd.co.uk/subjects/lrmanddev/mmtdevelop/devsnrman.htm>)

OPP Publications (Myers Briggs Type Indicator)

Oxford Psychologists Press Ltd

Lambourne House, 311-321 Banbury Road, Oxford OX2 7JH Tel: 01865 510203

- ***Enhancing Leadership Effectiveness***, Roger Pearman, 1999
- ***Gifts Differing: Understanding Personality Type***, Isabel Briggs Meyers with Peter B Myers, 1995
- ***Introduction to Type and Coaching***, Sandra Krebs Hirsh & Jane AG Kise, 2000

Learning Styles

- **The Learning Style Inventory, Kolb DA (1981), Boston, MA: McBer**
- The manual of learning styles, **Honey, P. and Mumford, A. (1992). Maidenhead: Peter Honey Publications**
- Effective learning, **Mumford, A. (1999), London: Institute of Personnel and Development**
- **Learning styles, FLEMING, A. (2006), CIPD factsheet, available online**
- **How do people learn? (2002), CIPD research report**

Action Learning

- **Action learning: a questioning approach** LAWRENCE, J. In: MUMFORD, Alan (ed). (1994) *Handbook of management development*. 4th ed. Aldershot: Gower
- **ABC of action learning**, REVANS, R. (1983). 2nd ed. Bromley: Chartwell-Bratt.
- **Action learning**. MUMFORD, A. (guest editor). (1987) *Journal of Management Development*. Vol 6, No 2. (A special issue in honour of Reg Revans).
- **Action learning**, CIPD Factsheet available online for members

Coaching and mentoring

- **Making coaching work**. CLUTTERBUCK, D. and MEGGINSON, D. (2005) London. CIPD
- **How to create a coaching culture** CLUTTERBUCK, D. and MEGGINSON, D. (2005). *People Management*. Vol 11, No 8, 21 April. pp44-45. available from CIPD
- **How to buy coaching**. LEE, G. (2004) *People Management*. Vol 10, No 5, 11 March. pp50-51. CIPD
- **Coaching for performance**, WHITMORE, J. (2004) 3rd ed, Nicholas Brealey Publishing
- **The coaching at work toolkit**, ZEUS, P. & SKIFFINGTON, S, (2002), Mcgraw-Hill
- **Leadership Coaching**, Graham Lee, October 2003, CIPD publications

Secondments

- **Secondments and volunteering**. INCOMES DATA SERVICES. (2006) HR Studies. London: IDS.
- **Changing places**, WOOLNOUGH, R. (2005). *Personnel Today*. 8 March. pp18-19,21.
- **Secondment**, RICHARDS, J. (2007), CIPD Factsheet available online

Self Development

- **Emotional intelligence: why it can matter more than IQ**. GOLEMAN, D. (1996) Bloomsbury: London.
- **Making sense of emotional intelligence**, HIGGS, M. and DULEWICZ, V. (1999). Windsor: NFER-Nelson.
- **Working with emotional intelligence**. GOLEMAN, D. (1999) Bloomsbury: London.
- **Accelerated Learning**, ROSE, C. (1985), Accelerated Learning Systems
- **Master it faster**, ROSE, C. (2000), The Industrial Society

Useful Websites

Organisation	Description
Belbin	Belbin team roles model and diagnostic for use in team building and development http://www.Belbin.com
CIPD	Offers a range of resources, tools and publications. Some available to members only. http://www.cipd.co.uk / http://www.cipd.co.uk/bookstore
CIPD	Coaching at Work. Magazine and online resource http://www.cipd.co.uk/coachingatwork/presales.htm
Peter Honey	Learning styles questionnaires can be purchased online to help individuals identify their preferred methods of learning. A range of books and tools based on the Honey and Mumford Learning styles methodology are also available from this site. For more information see also People In Aid information Note on Learning Styles and Methodologies http://www.PeterHoney.com / http://www.ruby.3.dircon.co.uk/training / http://www.tcm.com/trdev
OPP	Offer a range of psychometric profiling including MBTI (Myers Briggs Type Indicator) which is one of the most widely used personality questionnaire worldwide. Psychometric tools are questionnaires or tests that help businesses to select the right people, facilitate individual and team development, and increase organisational effectiveness. Some should only be used for the development of individuals, while others are designed and validated for selection. See also http://www.myers-briggs.me.uk and People In Aid Information Note on Learning Styles and Methodologies http://www.opp.co.uk
The Training Shop	Web based company providing support and tools for those involved in creative and multi-sensory training and accelerated learning techniques. Supports highly interactive training interventions. http://www.thetrainingshop.co.uk
University College, Dublin	In 1997 the Teaching Development Unit was established at University College Dublin as a resource and research center for the study and support of teaching. They offer a range of training workshops, reference material, research and support in a range of learning methodologies for trainers and teachers. http://www.ucd.ie/teaching
VSNTO	Links to the UK third sector Workforce Hub homepage which offers a gateway to a range of support for workplace learning and development. http://www.voluntarysectorskills.org.uk
The Whitehall & Industry Group	Not-for-profit organisation brokering secondment and cross sector exchanges and mentoring programmes. http://www.wig.co.uk