



# **Handbook of Training and Development for the Public Sector: A Comprehensive Resource (7 x 10") (Jossey Bass Public Administration Series)**

*Montgomery Van Wart, N. Joseph Cayer, Steve Cook*

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Containing real-world examples drawn from all levels of government, the "Handbook of Training and Development for the Public Sector" provides a complete and up-to-date guide to human resource development. It should furnish public sector managers with a comprehensive survey and in-depth analysis of new methods of HRD instructional technology. The guide is filled with tips on conducting and evaluating programmes, including: preparation, location, seating, equipment, accountability, presentation tips and timing. In addition, the book includes more than 80 figures, exhibits, tables, checklists and annotated suggested reading lists.

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