TRAINING

A listing of materials available at the Justice Institute Library
Always current at: https://libguides.jibc.ca/bibliographies

GENERAL BOOKS


(HF 5549.5 T7 M3693 1993)

Delivering Instruction to Adult Learners by Jeffrey A. Cantor. Toronto, ON: Wall & Emerson.  
(LB 1027 C255 2008)

Developing and Delivering Adult Degree Programs edited by James P. Pappas and Jerry Jerman.  

Developing Teaching Style in Adult Education by Joe E. Heimlich and Emmalou Norland.  San  

Developing Technical Training: A Structured Approach for Developing Classroom and Computer-  
(HF 5549.5 T7 C615 2008)

Discussion in the College Classroom: Getting Your Students Engaged and Participating in  

Diversity and Motivation: Culturally Responsive Teaching in College by Margery B. Ginsberg and  

Educating the Reflective Practitioner: Toward a New Design for Teaching and Learning in the  

Effective SMEs: A Trainer’s Guide for Helping Subject Matter Experts Facilitate Learning by Dale  

Effective Teaching in Correctional Settings: Prisons, Jails, Juvenile Centers, and Alternative  
Schools by Robert G. Thomas and R. Murray Thomas.  Springfield, IL: Charles C. Thomas,  
Publisher.  (HV 8883.3 U5 T46 2008)

(RA 645.5 N595 2004)

Energize Your Training: Creative Techniques to Engage Learners by Robert W. Lucas.  Alexandria,  
VA: ASTD Press.  (HF 5549.5 T7 L83 2010)

Energizing the Learning Environment by William A. Draves.  Manhattan, KS: Learning Resources  
Network.  (LC 5251 D73 1995)

Enhancing Adult Motivation to Learn: A Comprehensive Guide for Teaching Adults by Raymond J.  
(LC 5219 W53 2017)

Essentials of College and University Teaching: A Practical Guide by Eleanor Boyle & Harley  
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<tr>
<th>Title</th>
<th>Author(s)</th>
<th>Publisher/Location</th>
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<tbody>
<tr>
<td>Teaching and Learning</td>
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<tr>
<td>Everything You Ever Needed to Know About Training: A One-Stop Shop</td>
<td>Kaye Thorne and David Mackey</td>
<td>Philadelphia, PA: Kogan Page. (HF 5549.5 T7 T4625 2007)</td>
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<tr>
<td>for Everyone Interested in Training, Learning, and Development</td>
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<td>Performance</td>
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<tr>
<td>Field Training Officer: Tips and Techniques for FTOs, Preceptors,</td>
<td>Bruce Nepon and Barry Eberly</td>
<td>Sudbury, MA: Jones and Bartlett. (RA 645.5 N376 2007)</td>
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<td>and Mentors</td>
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<tr>
<td>Fire and Emergency Services Instructor</td>
<td>Clint Clausing and Libby Snyder</td>
<td>Stillwater, OK: Fire Protection Publications, Oklahoma State University. (TH 9120 F571 2012)</td>
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Foundations of Instructional Delivery: Fire and Emergency Services Instructor I by Forest F. Reeder and Alan E. Jobs. (TH 9120 F584 2019)


Handbook II: Advanced Teaching Strategies for Adjunct Faculty edited by Donald E. Greive and Patricia D. Lesko. Ann Arbor, MI: The Part-Time Press. (LB 2844.1 P3 H35 2016)


How to Be an Effective Trainer: Skills for Managers and New Trainers by Barry J. Smith and Brian L. Delahaye. Toronto, ON: Wiley. (HF 5549.5 T7 S642 1998)


How to Teach Adults by William A. Draves. Manhattan, KS: Learning Resources Network. (LC 5215 D73 1997)

How to Teach Adults: Plan Your Class, Teach Your Students, Change the World by Dan Spalding. San Francisco, CA: Jossey-Bass. (LC 5225 T4 S67 2014)


**TRAINING**

**Instructional Methods for Public Safety** by William D. McClincy. Sudbury, MA: Jones and Bartlett Learning. (HV 551.3 M33 2010)


**Just-In-Time Teaching: Across the Disciplines, Across the Academy** edited by Scott P. Simkins and Mark H. Maier. Sterling, VA: Stylus. (LB 2331 J78 2010)


**Learning in an Organizational Setting: The Public Service Context**. Ottawa, ON: Canadian Centre for Management Development. (JL 111 T7 D634 1991)


Programming for Older Adults. Manhattan, KS: Learning Resources Network. (LC 5457 P766 1992)


Serious Games: Games that Educate, Train and Inform by David Michael and Sande Chen. Boston, MA: Thomson Course Technology. (QA 76.76 C672 M535 2006)


Small Group Training Management. Dickson, ACT: Emergency Management Australia. (HV 551.2 S524 1999)


Speaking of Teaching-- Inclinations, Inspirations, and Innerworkings by Avraham Cohen ... [et al.]. Rotterdam, NL: Sense. (LB 1025.3 C64 2012)


Teaching Large Classes by Allan J. Gedalof. Halifax, NS: Office of Instructional Development and Technology, Dalhousie University. (LB 2331 G44 2007)

Teaching Skills for Community Based Preceptors. Vancouver, BC: University of British Columbia Faculty of Medicine, Office for Faculty Development. (RA 645.5 T433 2004)

Teaching with Cases by David Dunne and Kim Brooks. Guelph, ON: STLHE. (LB 2331 D86 2004)

Telling Ain’t Training by Harold D. Stolovitch and Erica J. Keeps. Alexandria, VA: ATSD Press. (HF 5549.5 T7 2011)


The Trainer’s Tool Kit by Cy Charney and Kathy Conway. New York, NY: AMACOM. (HF 5549.5 T7 C537 2005)


Training and Development Yearbook. Englewood Cliffs, NJ: Prentice Hall. (HF 5549.5 T7 T6653 1993/94) (Shelved in Reference section. For Library use only)

Training in Motion: How to Use Movement to Create Engaging and Effective Learning by Mike Kuczala. New York, NY: American Management Association. (HF 5549.5 T7 K83 2015)
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Training the Active Training Way: 8 Strategies to Spark Learning and Change by Mel Silberman. San Francisco, CA: Pfeiffer. (HF 5549.5 T7 S5554 2006)


**TRAINING**


**What the Best College Teachers Do** by Ken Bain. Cambridge, MA: Harvard University Press. (LB 2331 B34 2004)


**GENERAL DVDs**

**D1494**  
*The Art of Teaching: Best Practices from a Master Educator* (4 DVDs, 720 minutes)  
Teaching is no easy task. It's an art form that requires craft, sensitivity, creativity, and intelligence. Whether the classroom consists of 3 students or 300, it's important to be as effective and successful a teacher as possible, both for the students and for professional and personal growth. This program is designed to help develop and enhance teaching style; provide methods, tools, and advice for handling all manner of teaching scenarios; and help viewers achieve new levels of success as teachers. (The Great Courses) (LB 1025.3 A46 2010)

**D1067**  
*The Art of Teaching. Volume 1* (DVD, 36 minutes)  
Dr. Neil Smith filmed university classes and interviewed dozens of faculty members and students to document key elements of essential teaching strategies. This DVD is based on the framework of the instructional skills workshop, a model that is implemented in many higher education classroom settings. (Vancouver Island University. Teaching and Learning Centre) (LB 2331 A788 2010)

**D1791**  
*The Instructional Technique of Demonstration-Practice-Feedback* (DVD, 12 minutes)  
Tells instructors how to employ the three-part instructional technique of demonstration-practice-feedback. The technique is demonstrated in a fashion such that it could be adapted to any subject area where an instructor has to demonstrate a skill. (Justice Institute of British Columbia, Paramedic Academy) (LB 1027 I57 1984)

**D1711**  
*Simulations: A Safe Place to Make Mistakes* (DVD, 12 minutes)  
Demonstrates the use of simulations as learning tools. The role of “sims” in providing authentic training experiences with minimal risk and maximum safety is highlighted. The program covers planning, running and debriefing for simulations and is designed for cross-discipline trainers of trainers, instructors and curriculum developers intending to incorporate real-life simulations in their work and teaching. (Paramedic Academy, Justice Institute of B.C.) (LB 1029 SS3 SS47 1998)

**D751**  
*Teaching with the Brain in Mind* (DVD, 85 minutes)  
In this session offered at the JIBC, Bob Aitken, renowned expert in brain research, examines and demonstrates practical ways in which we can apply the information from brain research in our work and in our lives outside of work. He discusses answers to questions like “how can we teach so students learn in a mindful way?” and “how can we create a brain-friendly environment?”. (Justice Institute of BC - Media Centre) (LB 1060 A585 2008)
**ACTIVITIES**


99 of the Best Experiential Corporate Games We Know! by Simon Priest, Sam Sikes, and Faithe Evans. Lakebay, WA: Experientia Consulting Consortium (HF 5549.5 T7 P753 2000)


The Annual: Developing Human Resources by J. William Pfeifer. San Diego, CA: University Associates. (HM 133 A55 H26) (Shelved in Reference section. For Library use only.)

*This is a set of many volumes of “experiential learning activities”. Check the latest volume for the index to the entire set.*


The Big Book of Icebreakers: 50 Quick, Fun Activities for Energizing Meetings and Workshops by Edie West. New York, NY: McGraw-Hill. (HF 5549.5 G73 W47 1999)


Training that Sticks! 50 Creative Ways to Make the Most of Post-It Notes by Tony Bray. Port Perry, ON: Owen-Stewart Performance Resources Inc. (HF 5549.5 T7 B73 2008) (CD-ROM)


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EVALUATION - BOOKS


Course Evaluations. Manhattan, KS: LERN. (LB 2822.75 C684 1993)


Level 5 Evaluation: Mastering ROI by Jack Phillips and Patricia Pulliam. Alexandria, VA: ASTD. (HF 5549.5 T7 P44 2000 no.5)


Measuring Instructional Results: Or, Got a Match? How to Find Out if Your Instructional Objectives Have Been Achieved by Robert F. Mager. Atlanta, GA: CEP Press. (LB 3051 M418 1997)


Outcome-Based Strategies for Adult Learning edited by Janice E. Jones, Mette L. Baran, and Preston B. Cosgrove. Hershey, PA: IGI Global, Information Science Reference. (LC 5215 O89 2019)

Performance-Focused Smile Sheets: A Radical Rethinking of a Dangerous Art Form by Will Thalheimer. Minneapolis, MN: Itasca Books. (HF 5549.5 T7 T43 2016)


Ratios for Success. Manhattan, KS: LERN. (LB 2822.75 R287 1992)


Validating Your Training by Tony Newby. Amsterdam, NL Pfeiffer & Co. (HF 5549.5 T7 N483 1992)

EVALUATION - DVDs

D1318  Assessment: Show What You Know  (DVD, 120 minutes)
Alice Cassidy reviews the interconnection between the following: learning objectives; choice of assignments, tests, and other ways for students to demonstrate their learning; and grading rubrics and associated feedback. She also discusses how to evaluate simulations, the potential for self, peer, or co-assessment, and the techniques for authentic assessment such as the use of portfolios. (Justice Institute of B.C.) (LB 2822.75 C377 2011)

NEEDS ASSESSMENT - BOOKS


Training Needs Analysis in the Workplace by Robyn Peterson. Amsterdam, NL: Pfeiffer & Company. (HF 5549.5 T7 P484 1992)


ON THE JOB TRAINING - BOOKS


One-On-One Training: How to Effectively Train One Person At a Time by Bob Pike, Lynn Solem, and Dave Arch. San Francisco, CA: Jossey-Bass/Pfeiffer. (HF 5549.5 T7 P465 2000)


Skills Training for Tomorrow’s Work Force by Laurie Field. Amsterdam, NL: Pfeiffer. (HF 5549.5 T7 F534 1994)

**PREPARING TRAINING MATERIALS - BOOKS**


**Flip Charts: How to Draw Them and How to Use Them** by Richard C. Brandt. Richmond, VA: Brandt Management Group, Inc. (HD 30.3 B735 1986)


**TRAINING**

**PROGRAM PLANNING - BOOKS**


v.1. *Introduction to Dacum*—v. 2. *The Dacum Workshop*—v. 3. *From Skill profile to objectives*—v. 4. *From objectives to instruction.*


**Designing Effective Instruction** by Gary R. Morrison ... [et al.]. Hoboken, NJ: Wiley. (LB 1028.38 K46 2010)


**Designing Training for the National Institute of Corrections Academy: Instructional Theory into Practice.** Washington, DC: National Institute of Corrections. (HV 8763 D488 1992)


Helping Adults Learn: Course Planning for Adult Learners by Mark Waldron. Toronto, ON: Thompson Educational Pub. (LC 5219 W243 1991)


The Systematic Design of Instruction by Walter Dick ... [et al.]. Boston, MA: Pearson. (LB 1028.38 D53 2014)


WORKSHOPS - BOOKS

The Art of Teaching Adults: How to Become an Exceptional Instructor & Facilitator by Peter Renner. Vancouver, BC: Training Associates. (LC 5219 R455 2005)


Workshops Winners: Developing Creative and Dynamic Workshops by Carol Painter. Minneapolis, MN: Educational Media Corp. (LC 6519 P25 1993)

Journals with articles on Teaching:
Academic Medicine
The Clinical Teacher
The Law Enforcement Trainer (American Society of Law Enforcement Trainers)
Medical Education
Teaching Excellence (Centre for Curriculum and Professional Development)
Training
Training and Development Journal
T+D: Better Performance through Workplace Learning

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