



500 Tips for Trainers

Phil Race, Brenda Smith

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'500 Tips for Trainers' is a treasure trove of more than 500 enlightening, practical suggestions. all are easy to read and simple to use.

This handbook is great as a quick reference when it's time to:

- *organize the venue
- * create flip charts and handouts
- * motivate the participants
- * fill five minutes until coffee!

This entertaining book is packed with good ideas, creative techniques, and extensive appendices available for photocopying. It is a basic handbook for trainers in areas such as industry, government, and healthcare, as well as for personnel and HRD staff, and staff development officers in education.

Phil Race, an open and flexible learning specialist, conducts staff development workshops on learning, teaching, and assessment throughout the world. He has co-authored many books, including '500 Tips for Tutors', '500 Tips for Teachers' and 'Assess Your Own Teaching Quality'.

Brenda Smith is teaching and learning quality manager at Nottingham Trent University. She facilitates seminars and is co-editor of 'Research, Teaching and Learning in Higher Education'.

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