

THE
PERFORMANCE CONSULTANT'S
FIELDBOOK

*Tools and Techniques for Improving
Organizations and People*



JUDITH HALE

• SECOND EDITION •

The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People

James L. Moseley, Joan C. Dessinger



The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People:

The Performance Consultant's Fieldbook Judith Hale, 2006-11-10 The Performance Consultant's Fieldbook will help trainers training managers and internal and external consultants working in partnership with clients to identify barriers to performance explore a suite of solutions and work collaboratively to get new procedures technology behaviors and ideas adopted Step by step the book details the techniques you need to conduct performance interventions and offers a customizable collection of worksheets flowcharts planning guides and job aids It provides practical guidance and proven tools to help analyze an organizational environment diagnose performance problems identify barriers to performance select appropriate interventions and measure intervention success

The Performance Consultant's Fieldbook Judith Hale, 2012-06-29 The Performance Consultant's Fieldbook will help trainers training managers and internal and external consultants working in partnership with clients to identify barriers to performance explore a suite of solutions and work collaboratively to get new procedures technology behaviors and ideas adopted Step by step the book details the techniques you need to conduct performance interventions and offers a customizable collection of worksheets flowcharts planning guides and job aids It provides practical guidance and proven tools to help analyze an organizational environment diagnose performance problems identify barriers to performance select appropriate interventions and measure intervention success

The Performance Consultant's Fieldbook Judith A. Hale, 1998

Beyond Training Ain't Performance Fieldbook Harold D. Stolovitch, Erica J. Keeps, 2006-04-01 An essential companion manual to Training Ain't Performance the Beyond Training Ain't Performance Fieldbook is an HPI theory implementation guide The included CD ROM features worksheets assessments tools and practical advice that will propel your organization toward the performance approach

Handbook of Improving Performance in the Workplace, The Handbook of Selecting and Implementing Performance Interventions Ryan Watkins, Doug Leigh, 2009-12-09 HANDBOOK of IMPROVING PERFORMANCE IN THE WORKPLACE Volume 2 Selecting and Implementing Performance Interventions In this groundbreaking volume leading practitioners and scholars from around the world provide an authoritative review of the most up to date information available on performance interventions all presented within a holistic framework that helps ensure the accomplishment of significant results Addressing more than 30 performance interventions with such varied topics as Incentive Systems e Learning Succession Planning and Executive Coaching this volume guides readers through the development of comprehensive performance improvement systems Each chapter illustrates in practical terms how to select plan implement and manage performance interventions as well as how to evaluate their results Through best practices research comparative analysis illustrative case studies from around the world and editorial guidance on how to link together diverse interventions the handbook is an important guide for achieving desired results in the workplace and beyond Sponsored by International Society for Performance Improvement ISPI the Handbook of Improving Performance in the Workplace three volume reference covers three main areas of interest including

Instructional Design and Training Delivery Selecting and Implementing Performance Interventions and Measurement and Evaluation **Handbook of Improving Performance in the Workplace, Measurement and Evaluation** James L. Moseley, Joan C. Dessinger, 2009-12-09 HANDBOOK of IMPROVING PERFORMANCE IN THE WORKPLACE Volume 3 Measurement and Evaluation Volume Three of the Handbook of Improving Performance in the Workplace focuses on Measurement and Evaluation and represents an invaluable addition to the literature that supports the field and practice of Instructional Systems Design With contributions from leading national scholars and practitioners this volume is filled with information on time tested theories leading edge research developments and applications and provides a comprehensive review of the most pertinent information available on critical topics including Measuring and Evaluating Learning and Performance Designing Evaluation Qualitative and Quantitative Performance Measurements Evidence based Performance Measurements Analyzing Data Planning Performance Measurement and Evaluation Strategies for Implementation Business Evaluation Strategy Measurement and Evaluation in Non Profit Sectors among many others It also contains illustrative case studies and performance support tools Sponsored by International Society for Performance Improvement ISPI the Handbook of Improving Performance in the Workplace three volume reference covers three core areas of interest including Instructional Design and Training Delivery Selecting and Implementing Performance Interventions and Measurement and Evaluation **Performance Consulting** Dana Gaines Robinson, James Robinson, 2008-04-01 In 1995 the first edition of Performance Consulting introduced a concept which has since become a cornerstone of the human resource learning and organizational development fields training and HR solutions do not take place in a vacuum but must be tied to an organization's business goals Performance consulting is a process in which a client and consultant partner to achieve business goals by optimizing workgroup performance In this updated edition Dana and Jim Robinson draw on what they've learned since the first edition was published twelve years ago providing both a robust conceptual framework and improved tools and techniques to help the reader move from the traditional role to that of a Performance Consultant They show readers how to form partnerships with management help to identify performance required to ensure that business goals are achieved and assist management in taking actions needed for performance to change They also illustrate the how to's for assisting management to identify the performance required to achieve business goals and determining the degree to which the work environment supports and encourages the performance required Effective HR and learning consultants master both the science the analytical and assessment techniques and the art the consultative and partnering practices of performance consulting For the science of performance consulting dozens of analytic tools templates and assessment techniques are provided in the book Regarding the art the Robinsons describe the concepts and practices of ACT building Access Credibility and Trust with business managers In addition two brand new chapters are dedicated to the skills of reframing requests for solutions into discussion of business goals and performance requirements and Initiating business goals discussions with

business managers and identifying strategic opportunities to partner with those managers in a proactive manner

Performance Consulting Toolkit The second edition of Performance Consulting references graphic and adaptable tools that can be downloaded to support the performance consulting work the Robinsons describe These tools are available to purchase and download from this product page See the Table of Contents link for the full listing of the tools Some tools in Adobe PDF can be printed and shared others in Microsoft Word can be adapted to your specific needs and application requirements

The School Improvement Specialist Field Guide Debra L. Page, Judith A. Hale, 2012-11-08 Improve student achievement by transforming schools as an SIS expert Deb Page and Judith Hale SIS authorities guide new and transitioning school improvement specialists in applying high leverage practices that result in systemic sustainable schoolwide improvement With easy to use tools and protocols both in the guide and online this book offers the voice and counsel of a trusted coach while addressing how to Establish enduring interventions with viable tools and methods Use time tested processes to teach 21st century skills to educators and students alike Seamlessly align improvement practices to the updated Institute for Performance Improvement Standards Transition smoothly into the school improvement specialist role *The Performance Consultant's Fieldbook, includes a Microsoft Word diskette* Judith Hale, 1998-06-05 A career guide and a reference tool in a single source Internal or external consultant novice or expert you've probably heard about performance consulting a high impact approach that blends old fashioned facilitation skills with cutting edge process and outcome analysis You want to gain the expertise necessary to identify why an organization is out of alignment what interventions will correct these problems and how you can measure your consulting success Everyone in the performance improvement industry should have a copy of Hale's book sitting on their desk for easy reference at all times Gwen Nichols White training manager Siemens Medical Systems This remarkable book is your skill builder and resource guide The step by step Fieldbook shows you how to make the professional transition to a performance consulting career You'll use this guide to Define and describe your consulting skills Determine the costs and measure the effectiveness of your consulting process And much more Hale has done an outstanding job in this book of contributing to everyone's use of performance technology Danny Langdon president Performance International The Fieldbook details the techniques you need to conduct performance interventions and offers a customizable collection of worksheets flowcharts planning guides and job aids You'll use these resources to structure your presentations to ensure clear communication and to build client confidence Employees don't need to learn more they need to perform better And as a performance consultant armed with Hale's Fieldbook you will have the tools you need to effect measurable enhancements in performance Make the transition to performance consultant today The Fieldbook enables you to Analyze an organizational environment Diagnose performance problems Identify barriers to performance Select appropriate interventions Measure intervention success and much more *Fundamentals of Performance Improvement* Darlene Van Tiem, James L. Moseley, Joan C. Dessinger, 2012-05-01 Fundamentals of Performance Improvement

3rd Edition Fundamentals of Performance Improvement is a substantially new version of the down to earth how to guide designed to help business leaders practitioners and students understand the science and art of performance technology and successfully implement organizational and societal change Using the Performance Improvement Human Performance Technology HPT model the expert authors explain step by step how to spot performance indicators analyze problems identify underlying causes describe desired results and create workable solutions It does not matter what function you align yourself to in your organization this book allows you to tap into the secrets that drive organizational success Several books work to define what is performance improvement and performance technology This one also provides insights into the Why And How CEDRIC T COCO CPT SVP Learning and Organizational Effectiveness Lowe s Companies Fundamentals of Performance Improvement is full of practical models and tools for improving the world by partnering with customers clients constituents and colleagues It provides a path forward for successful transformation and performance improvement at personal group and collective levels It is a must read for leaders and consultants seeking to advance opportunities in new and emerging situations DIANA WHITNEY PhD president Corporation for Positive Change If you have an interest in performance improvement this is simply the best available book on the topic It addresses the science and craft as well as the intricacies of how to improve workplace performance Van Tiem Moseley and Dessinger have incorporated into this work the best available research on the Certified Performance Technology CPT standards and process JAMES A PERSHING Ph D CPT professor emeritus Workplace Learning and Performance Improvement Indiana University Its international flavor with practitioner comments and examples drawn from across the world enhances its appeal as more and more professionals operate in an increasingly global context DALJIT SINGH Asia Pacific Director of Talent Management Baker McKenzie Sydney Australia

Performance Architecture Roger Addison,Carol Haig,Lynn Kearny,2009-03-30 Performance ARCHITECTURE The Art and Science of Improving Organizations is a hands on guide to real world techniques for improving performance within the workplace This important book explores the Human Performance Technology Landscape model that was presented in the bestselling book the third edition of Handbook of Performance Technology Framed by the Landscape model and supported by other proven models and tools the book provides effective structures for anyone who needs to develop their performance improvement skills and knowledge and achieve results A cutting edge resource this book draws on the experiences of the authors in combination with the work of notables in human performance technology including Geary Rummler Don Tosti Judith Hale Dale Brethower Roger Kaufman and many others The authors identify and demonstrate how performance at three levels worker individual team work process practice workplace organization impacts results in organizations They also show how to scale performance improvement activities and apply them successfully to projects or initiatives of various sizes This is an excellent practical guide to the field of Human Performance Technology communicated in straightforward language The authors have given a broad audience access to solid research based methods and tools for improving the

performance of people at any and all levels of organizations CARL BINDER CPT PhD senior partner Binder Riha Associates Performance Architecture gives you concrete ideas about how to improve performance in the workplace Adding it to your library is a must JUDITH HALE CPT Ph D Hale Associates Handbook of Human Performance Technology James A. Pershing,2006-03-31 The first two editions of the Handbook of Human Performance Technology helped define the rapidly growing and vibrant field of human performance technology a systematic approach to improving individual and organizational performance Exhaustively researched this comprehensive sourcebook not only updates key foundational chapters on organizational change evaluation instructional design and motivation but it also features breakthrough chapters on performance technology in action and addresses many new topics in the field such as certification Six Sigma and communities of practice Boasting fifty five new chapters contributors to this new edition comprise a veritable who's who in the field of performance improvement including Geary Rummler Roger Kaufman Ruth Clark Allison Rossett Margo Murray Judith Hale Dana and James Robinson and many others Praise for the third edition of the Handbook of Human Performance Technology If you are in the business of trying to improve organizational performance this Handbook should be the first place you look for answers to questions about human performance technology Joseph J Durzo CPT Ph D senior vice president and chief learning officer Archstone Smith This newest edition of the Handbook provides an unparalleled all encompassing survey of the latest theory and its practical application in this emergent field This book is a must have reference for any professional wishing to systematically improve performance within their organization Weston McMillan CPT manager training and development eBay Inc An invaluable engaging resource for anyone charged with improving workplace performance It not only provides the background and foundations of our profession but more importantly it also provides the most up to date descriptions of how to apply HPT to drive results Rodger Stotz CPT vice president and managing consultant Maritz Inc This book is filled with insights both for those who are new to the field and also for those who are experienced It offers concrete advice and examples on how to use HPT to impact business results and how to work successfully within organizations Anne Marie Laures CPT director learning services Walgreen Co The Handbook contains many of the secrets for improving the performance of individuals groups and organizations Robert F Mager author Analyzing Performance Problems and How to Turn Learners On Without Turning Them Off Needs Assessment for Learning and Performance Jill E. Stefaniak,2020-08-02 Needs Assessment for Learning and Performance offers comprehensive coverage of the knowledge and skills needed to develop and conduct needs assessments and to analyze interpret and communicate results to clients and organizations Though critical to planning any performance improvement system needs assessments can feel abstract and vague to students who have not yet managed the process in a professional setting This first of its kind textbook uses a variety of real world examples to connect major theories and models to effective principles for practice Each chapter offers guiding questions key terms and concepts recommended readings and case studies illustrating how needs assessment training can be

applied Graduate students and researchers of instructional design human resources performance improvement program evaluation and other programs will find this volume relevant to a range of academic and organizational contexts

Business Research Projects Jimme Keizer,Piet Kempen,2006-08-11 Almost all higher educational institutions have built some kind of fieldwork project into the advanced stages of their programmes and the research project should integrate theory practice knowledge and skills Students should be able to apply their acquired knowledge and understanding in a manner that indicates a professional approach to their work or vocation and have the ability to integrate knowledge and handle complexity and formulate judgements with incomplete or limited information It is important that they can communicate their conclusions and the knowledge and rationale underpinning these to specialist and non specialist audiences clearly and unambiguously Business Research Projects offers the reader a comprehensive framework for going through the successive process steps of the fieldwork project There is a logbook which provides for each of the ten steps a checklist enabling students to document the progress of their projects and communicate about the project with their coaches and supervisors Successful projects require specific process knowledge and skills Recognition and description of an organisational problem Design and organisation of a research project Communication with people on different levels within the organisation Interviewing listening negotiating giving presentations persuading people Project management Developing solutions in collaboration with people in the organisation Implementation of accepted solutions **Multimedia-based**

Instructional Design William W. Lee,Diana L. Owens,2004-04-26 Multimedia Based Instructional Design is a thoroughly revised and updated second edition of the best selling book that provided a complete guide to designing and developing interactive multimedia training While most training companies develop their training programs in many different technological delivery media computer based web based and distance learning technologies this unique book demonstrates that the same instructional design process can be used for all media Using just one process reduces cycle time for course development and also reduces costs *Building a New Performance Vision* Thomas J. LaBonte,2023-05-26 Despite their best efforts many organizations find it difficult to shake the silo mentality that stands in the way of real strides in performance improvement Building a New Performance Vision addresses this issue head on by arguing that training human resources organizational development quality information technology and knowledge management professionals should all be playing on the same HPI team Each of these functions spends most of its energy promoting individual agendas and not the organization s business and performance needs The cure for this unhappy state of affairs is the creation of a single unified HPI process and function that brings together these disparate groups under the banner of shared business goals Readers are offered a clear path to accomplish this organizational feat through the use of step by step instructions tools tips and job aids

Fundamentals of Human Performance and Training Victor C.X. Wang,Kathleen P. King,2008-11-01 Fundamentals of Human Performance and Training was developed to help researchers and practitioners select measures to be used in the

evaluation of human performance and helps them seek better more efficient and effective ways to close performance gaps in this global economy The book is bursting with innovative ideas that will help readers create powerful solutions in their organization their country their region and their continent Fundamentals of Human Performance and Training should be of value to anyone interested in matching the right solutions to the right problems addressing causes by providing a range of solutions to improve human performance in any organizations in the global economy The volume provides foundational chapters for the field and human performance to guide development or improvement of HR management strategies training and management which will prove to be dynamic efficient responsive to changes encompassing organizations and grounded in vision and excellence Critical issues facing organizations today include how to build intellectual capital establish and maintain a highperformance workplace enhance profitability and encourage productivity These needs require practitioners to go beyond a competencybased approach to training From the theory of andragogy to the practical examples and recommendations provided by our highly respected authors human capital developers and managers will be equipped with knowledge and skills to identify solve and anticipate human performance problems in their respective organizations Nonmanagers will also benefit from the book through identifying and solving day to day human performance problems because these problems are applicable to their work Finally for researchers administrators and students who are looking forward to improving their research skills our authors provide exemplary scholarly work in terms of how to conduct meaningful research in the area of human performance and training Also such a volume rich in identifying and seizing human performance improvement opportunities will help prepare our students to enter and excel in the real world of work

Cases on Human Performance Improvement Technologies Stefaniak, Jill E.,2015-03-31 Management professionals regularly seek new cost effective ways to influence employee behavior to advance productivity and competency within their organization While best practices are often taught in the classroom many students lack an understanding of the real world challenges professionals face Cases on Human Performance Improvement Technologies presents a collection of teaching cases that demonstrate the real world application of digital tools for human performance enhancement across a variety of settings Utilizing a problem based instructional technique the cases presented in this publication include the challenges and solutions industry professionals encounter This publication is an essential reference source for educators upper level students and practitioners in the fields of human computer interaction organizational development educational technology and business management

ATD's Handbook for Talent Development and Training in Healthcare Jacqueline Burandt,Gregory Rider,Niranjani Chidamber Papavaritis,2021-11-16 Your Guide for Success in Talent Development and Healthcare Within every corner of a healthcare system reside talent development and training initiatives and thus the need for talent development TD professionals and expertise The ATD Talent Development and Training in Healthcare Handbook addresses the many opportunities and complex TD professionals face in the growing and rapidly changing healthcare space

Effective talent development is the thread that weaves through an entire healthcare organization to ensure it is up to standard with latest practices in treating patients while providing a safe and engaging environment for staff. Whether you are new to the field, a clinician, new TD or a seasoned TD professional in need of solutions and best practices, you can turn to this evergreen resource whenever you need tried and true advice. TD professionals have the unique role of tying together organizational and employee advancement in healthcare systems, and likewise this handbook dives into areas for both business and professional evolution. It covers six key themes across 26 chapters: Learning and Development Basics, Organizational Development, Employee Development, Business Acumen for the Health System, Digital Transformation and Literacy, Patient Centric Care. Written by 25 fellow healthcare practitioners with extensive experience in the field, from nurses, physicians, and administrators to instructional designers, chief learning officers, technology experts, and leaders across the industry, this book will help you maximize the impact of your work and improve your abilities to deliver the best care possible to your patients. *The Project Management Scorecard* Jack J. Phillips, Timothy W. Bothell, G. Lynne Snead, 2012-08-06

Return on Investment (ROI) remains one of the most challenging and intriguing issues facing human resource development and performance improvement professionals. Drawing on their expertise in developing and implementing ROI programs in human performance and training, Jack J. Phillips, Ph.D., Timothy W. Bothell, and G. Lynn Snead demonstrate how you can effectively apply ROI to project management. Today, almost every industry requires employees to manage multiple projects with competing priorities, critical deadlines, and unexpected interruptions, rendering everyone a project manager in some respect. Most employees feel the pressure of juggling any number of key projects simultaneously. Organizations have responded by investing large amounts of both time and money to improve project management, and most strive to justify the efforts and resources dedicated to improving this goal. *The Project Management Scorecard* is a welcome relief for anyone managing a project or multiple projects, as well as the trainers, human resource development staff, or supervisors charged with measuring, evaluating, and managing project managers. Project Management is one of the hottest topics in business management today, affecting nearly every individual in any organization across the globe. Let three HRD experts show you how to apply the hugely popular ROI process to the key organizational issue of successful project management, including project management issues and challenges, measuring reaction and satisfaction, how to calculate and interpret ROI, capturing business impact data, measuring skill and knowledge changes during the project, monitoring the true costs of the project solution, converting business measure to monetary values, forecasting ROI. The authors' step-by-step approach allows you to begin the ROI process immediately. Start measuring the success of your project management results today.

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Table of Contents The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People

1. Understanding the eBook The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - The Rise of Digital Reading The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - Advantages of eBooks Over Traditional Books
2. Identifying The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - User-Friendly Interface
4. Exploring eBook Recommendations from The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - Personalized Recommendations
 - The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People User Reviews and Ratings
 - The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People and Bestseller Lists
5. Accessing The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People Free and Paid eBooks
 - The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People Public Domain eBooks
 - The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People eBook

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- Subscription Services
 - The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People Budget-Friendly Options
- 6. Navigating The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People eBook Formats
 - ePub, PDF, MOBI, and More
 - The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People Compatibility with Devices
 - The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - Highlighting and Note-Taking The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - Interactive Elements The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
- 8. Staying Engaged with The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
- 9. Balancing eBooks and Physical Books The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain

The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People

- Minimizing Distractions
- Managing Screen Time
- 11. Cultivating a Reading Routine The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - Setting Reading Goals The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - Fact-Checking eBook Content of The Performance Consultants Fieldbook Tools And Techniques For Improving Organization And People
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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