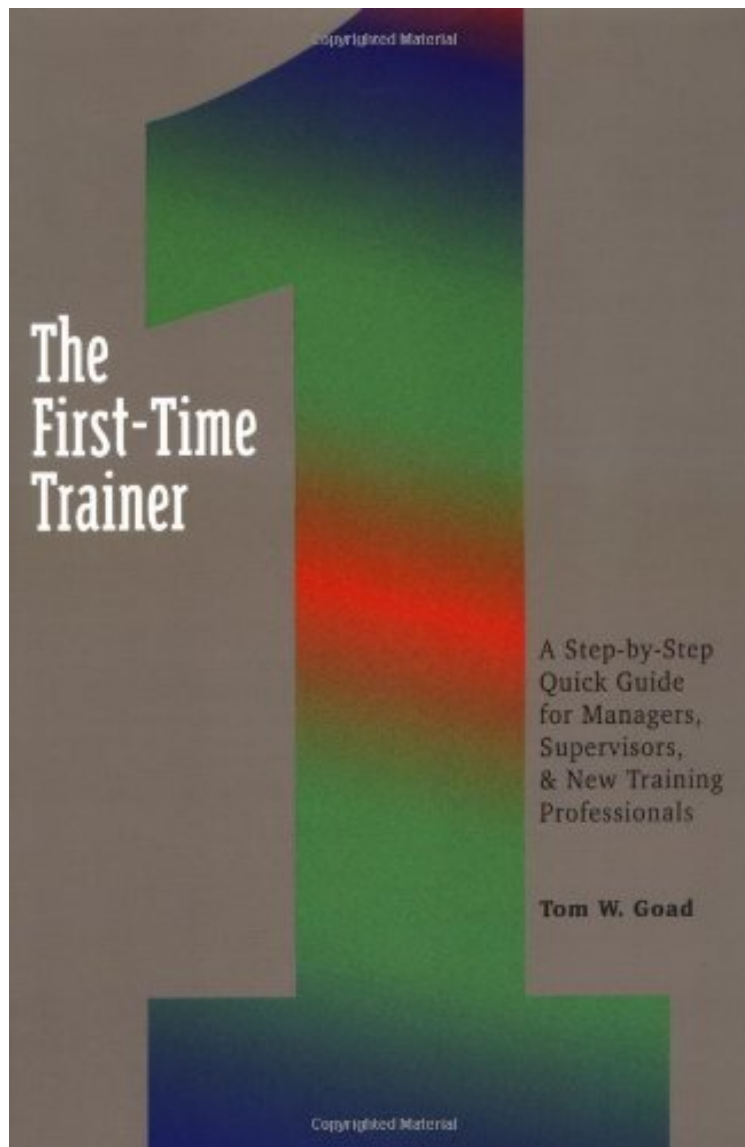


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## The First-Time Trainer: A Step-by-Step Quick Guide for Managers, Supervisors, and New Training Professionals

*Tom W. Goad*

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About the Author TOM W. GOAD (San Diego, CA) has 25 years' experience as a trainer and human resources development expert. He is widely published in the HR field and is the author of the classic text, *Delivering Effective Training*.