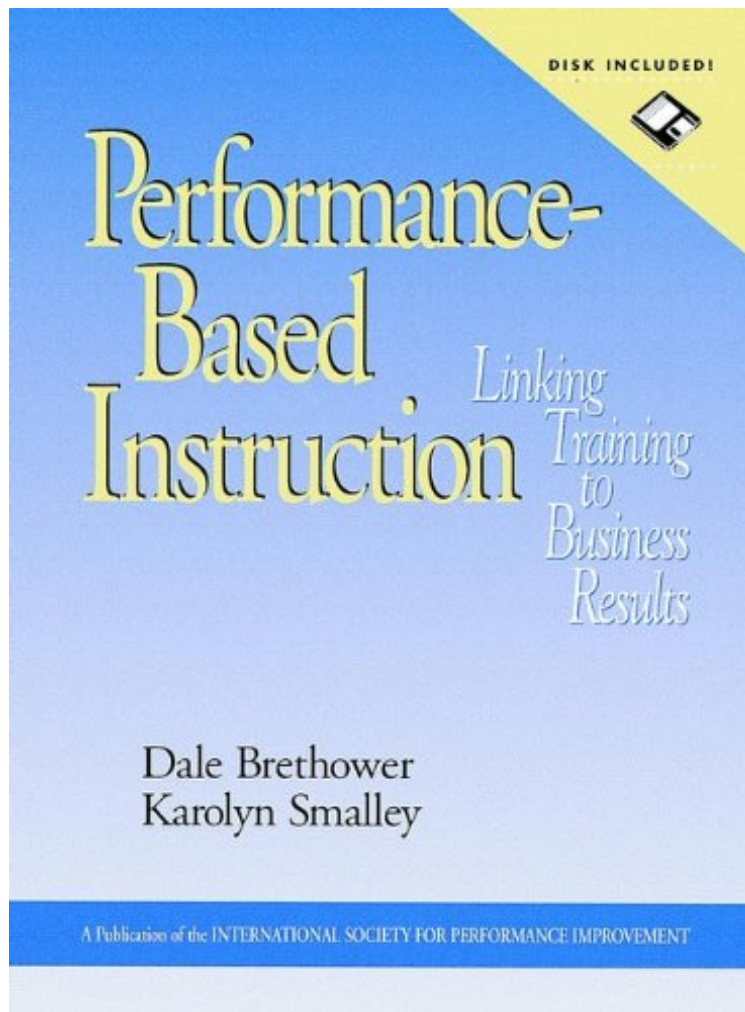


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## Performance-Based Instruction, includes a Microsoft Word diskette: Linking Training to Business Results

*Dale Brethower, Karolyn Smalley*  
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**Dale Brethower, Karolyn Smalley : Performance-Based Instruction, includes a Microsoft Word diskette: Linking Training to Business Results** before purchasing it in order to gage whether or not it would be worth my time, and all praised Performance-Based Instruction, includes a Microsoft Word diskette: Linking Training to Business Results:

0 of 0 people found the following review helpful. Excellent evidence-based approach to employee trainingBy CustomerExcellent evidence-based approach to employee training. Recommend this book to anyone that wants the performance and competence of their employees to be empirically verifiable. Your employees and customers will appreciate the effort not to mention your HR department. This behaviorally based system will improve your

employees perception of positive supervisory support and probably reduce turnover. Brethower Smalley .... Rock! 42 of 42 people found the following review helpful. More than just another training book By Peter Dams I found "Performance-Based Instruction: Linking Training to Business Results" to be an excellent manual and reference. It provides processes and tools for improving employee performance in a way that connects training to the company's short- and long-term goals. This impact orientation is increasingly important as many organizations realize that training is a substantial capital investment of not only instructors and materials but also of trainee's salary and lost opportunity cost. As a consequence, training and development professionals who can demonstrate how their work contributes to overall organizational performance will have the edge in today's highly competitive and crowded training and development sector. Performance-based instruction (or PBI for short) enables trainers to provide effective and efficient training that is linked to the learners' real job. Instead of working on generic exercises, trainees create tools and job aids that they can immediately use on their job. Instructional designers, trainers, and human performance consultants can apply PBI to on-the-job training, teamwork, feedback, job aids, personal development plans, and any other instructional context, including the conversion of traditional training to performance-based instruction. Evaluation is built into the design, it does not happen as an afterthought. This is important because continuous evaluation is needed for training professionals to stay on track throughout the design and implementation of complex or large training projects. Performance-based instruction typically occurs in short sessions over a period of time so that trainees can practice the new material on their job. When distributed practice is not possible, PBI principles help to develop short training sessions that connect the training event to on-the-job performance in meaningful and immediately applicable ways. This book contains exercises that help novices and experienced trainers to apply performance-based instruction from the get-go. A diskette with files of the highly useful tables and checklists allows readers to get a quick start. Overall, the book is an important resource for those performance professionals who want to improve performance where it really matters-on the job and not just the classroom. (For a detailed review see "Performance Improvement," 1999, Vol. 38 No. 9, pages 42-46.)

Do you need some performance magic NOW? You see the performance and productivity expectations. Now you need a little magic to make them happen. The magic is here! With this book as your guide, you'll pinpoint the goal, you'll find the gap between that goal and where you are now, and then you'll close the gap. Simple, quick, inexpensive, and effective--that's what Performance-Based Instruction is about! using these brilliant designs, you will clarify job expectations and foster pride and confidence in employees' work performance. When performance improvement is vitally needed?the concerned practitioner would do well to heed Smalley and Brethower's thoughtful advice. --Robert O. Brinkerhoff, professor of educational leadership, Western Michigan University This book gives you the tools you need to: \* Conduct on-the-job training \* Establish team training \* Design job aids \* Perform needs assessments \* Evaluate training...and more! The User's Manual appendix gives you specific pointers on using this book as a guide in an HRD department, as a text in an academic setting, or as a professional development tool for solo practitioners. The enclosed Microsoft Word diskette gives you an electronic, customizable source of quick-implementation job aids. It's all here. Grab this book of spells, add a dash of attentive work, and create some performance magic today!

"This book does a great job of demystifying the instructional design process. When performance improvement is vitally needed?the concerned practitioner would do well to heed Smalley and Brethower's thoughtful advice." (Robert O. Brinkerhoff, professor of educational leadership, Western Michigan University) "This is the perfect book for these times. In an emerging global economy where the 'bottom-line' is critical, this book provides an approach for getting more performance with less training dollars. And at a time when many traditional training organizations are rightfully considering becoming 'performance departments,' this book provides a key component for successfully making that transition." (Geary Rummier, partner, The Rummier-Brache Group) "Instructional designers, training managers and performance improvement specialists will benefit from this book. It could also be used as a text book in instructional design. Any training department that is moving from training to performance should have this book." (Roger Addison, vice president and manager, Wells Fargo Bank) "The book is meant to guide and lead to application?. The text is easy to read, has a clear structure, is filled with examples, and has a coherent framework that makes it easy to understand both the overall thrust of the book and the specific objectives of any given chapter." (Harold Stolovitch, president, Harold D. Stolovitch Associates, Ltd.) From the Inside Flap You know what kind of business performance results you want to achieve?now you'll know how to get there! Goals are easy. You know what the performance and productivity expectations are. The tough part is reaching those goals. In Performance-Based Instruction, Brethower and Smalley take you there. You see the goal, you find the gap between that goal and where you are now, and then you close the gap. Simple, quick, inexpensive, and effective?that's what Performance-Based Instruction is about! Every design systematically draws you through "Guided Observation," where learners experience an example of why and how a task is done; "Guided Practice," where learners practice this job-focused task; and "Demonstration of Mastery," where learners demonstrate their newly enhanced performance. Using these brilliant designs, you will clarify job expectations and foster pride and confidence in employees' work performance. Open this practical book to any page:

immediately you'll find your bearings, you'll learn a tip you won't forget, and you'll understand how to apply this tool in your workplace today. "This book does a great job of demystifying the instructional design process. When performance improvement is vitally needed?the concerned practitioner would do well to heed Smalley and Brethower's thoughtful advice." Robert O. Brinkerhoff, professor of educational leadership, Western Michigan University "This is the perfect book for these times. In an emerging global economy where the 'bottom-line' is critical, this book provides an approach for getting more performance with less training dollars. And at a time when many traditional training organizations are rightfully considering becoming 'performance departments,' this book provides a key component for successfully making that transition." Geary Rummler, partner, The Rummler-Brache Group "Instructional designers, training managers and performance improvement specialists will benefit from this book. It could also be used as a text book in instructional design. Any training department that is moving from training to performance should have this book." Roger Addison, vice president and manager, Wells Fargo Bank "The book is meant to guide and lead to application?. The text is easy to read, has a clear structure, is filled with examples, and has a coherent framework that makes it easy to understand both the overall thrust of the book and the specific objectives of any given chapter." Harold Stolovitch, president, Harold D. Stolovitch Associates, Ltd. You spend more time in the middle of things than at the start. Someone gives you a pressing problem. Then they anticipate your magic wand: they expect you to solve the puzzle on the spot. So you know what needs to be done?and now you need a little magic. You've got it here! Performance-Based Instruction will be your book of spells. This guide gives you: middot; examples of performance-based instruction in action middot; instructional designs you can use today middot; job aids you can use to develop your designs?and much more! Old-fashioned training delivers content?but it doesn't necessarily enable people to see how the training relates to their job tasks. With Brethower and Smalley?s performance-based instruction, no one ever loses sight of the job. Performance-Based Instruction gives you the tools you need to conduct on-the-job training, establish team training, design job aids, perform needs assessments, and evaluate training. Plus, you will learn to convert your existing instruction?in any content area?to high-impact performance-based training. The User?s Manual appendix gives you specific pointers on using this book as a guide in an HRD department, as a text in an academic setting, or as a professional development tool for solo practitioners. The enclosed Microsoft Wordreg; diskette gives you an electronic, customizable source of quick-implementation job aids. It?s all here. Grab this book of spells, add a dash of attentive work, and create some performance magic today!