

ASTD Handbook Nears Completion

Training Outline Material Needed

The ASTD Training Directors' Handbook is moving into its final manuscript stage, the editors announced this month. The handbook is sponsored by the Society and will be published by the McGraw-Hill Book Company, New York. Chairman of the handbook editorial panel is Robert B. Burr, Manager, Training and Development, Pittsburgh Plate Glass Co. Editors are Lester R. Bittel, chief editor of *Factory* magazine and Robert L. Craig, editor of the *Training Directors Journal*. Serving on the handbook panel are H. S. Belman, Andrew A. Daly, D. L. Kirkpatrick, and S. B. Magill.

Text material for the handbook will be divided into two major sections. The first section deals with training objectives, principles, procedures, and methods and is well underway with a group of outstanding trainers. A second section will include nearly 40 outlines of specific training courses.

Training outlines invited

Contributors to the second section of the handbook are being solicited now. All ASTD members are invited to submit course outlines for consideration by the handbook editorial panel. Topics include the following, but other successful

programs having general application will be considered:

- Apprenticeship
- Orientation or Induction
- Economics Education
- Product Training
- Job Methods Improvement or Work Simplification
- Civil Defense
- Safety
- Housekeeping
- Retirement
- Military Job Training
- Human Relations
- Leadership
- Communications
 - Writing
 - Speaking
 - Listening
 - Reading
- Quality Control
- Retail Sales
- Sales Management
- Customer Relations
- Labor Laws
- Performance Evaluation
- Union Contract
- Policies and Procedures
- Budgeting and Accounting

Clerical
 Business Machines
 Secretarial
 Company Practice and Procedures
 Creativity
 Waste and Cost Reduction
 Foreman and Supervisor Training
 Executive Development
 Hospital Staff
 Engineering
 Technician
 Practice of Management
 Pre-supervisory
 Grievance Handling
 Industrial Sales

Send your course outline to: Robert L. Craig, Training Directors Handbook,

McGraw-Hill, 330 W. 42nd Street, New York, 36, N. Y. Please include: (a) *a description* of the course, its objectives, length and frequency of sessions, for whom designed, and whether it is conducted on or off company property; (b) *method of presentation* (lecture, demonstration, etc.), leader's qualifications, and extent of participation provided for students; (c) *aids*, materials, facilities, and special exhibits; (d) *method of evaluating results*, tests, etc.; (e) *synoptic outline*, lesson plan, curriculum or syllabus. Information must be submitted in the prescribed format and be as brief and concise as possible because of space limitations. Please use double-spaced typing on one side of the page only and include a carbon copy.

**TELL ADVERTISERS THAT YOU SAW IT IN
 THE TRAINING DIRECTORS JOURNAL**

Noted . . .

From Other Publications

ACCREDITED CORRESPONDENCE EDUCATION—An Answer to Training Needs of Business, *U. S. Chamber of Commerce Washington Report*, Nov. 30, 1962.

MANAGEMENT TRAINING FOR THE SMALLER COMPANY, *Personnel*, March-April, 1963.

WHY ATTITUDE SURVEYS FAIL TO MEASURE ATTITUDES, *Personnel*, March-April, 1963.

**HOW TO USE PROGRAMMED
 INSTRUCTION**

New ASTD Institute

June 25-27

Chicago
