《急速规程设计》

图书基本信息

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内容概要

This is the second edition of the best-selling book that shows how to get instructional design done fast and get it done right! If you need a basic understanding of what instructional design is and a hands-on, to-the-point method of ensuring that the training and performance interventions you put into place meet the needs of your staff and your organization, this book is for you. It offers a no-nonsense walk through all the steps in the instructional design process and each step is explained in language that is conversational and easy to understand. This new edition addresses such topics as learning analysis, return on investment, and designing asynchronous and synchronous e-learning, as well as a wealth of illustrative examples of storyboards and professional commentary and case studies from professionals in the field.

书籍目录

Preface to the Second Edition Introduction Chapter 1: What Is This Instructional Design Stuff Anyway? Why Instructional Design? What Is Instructional Design? A Few Definitions Advantages of Instructional Design Disadvantages of Instructional Design Chapter 2: Before You Do Anything: Pre-Instructional Design Activities Organizational Needs Performance Assessment Assessing Training Needs Choosing Needs to Address The Needs Analysis Report Quick and Dirty Cost-Benefit Analysis Chapter 3: Do You Know What You Need to Do? Analysis Data-Collection Methods Why Analyze? Types of Analysis Computer-Aided Analysis Chapter 4: How to Do It: Design Make the Right Decision Now Delivery Decision (Training Setting) Objectives Design Documents / 130 Course Descriptions / 145 Gathering Content Adding Structure: The Instructional Plan Trainee Evaluation (Test Questions and Tests) Hints for Designing in Various Formats Chapter 5: Doing It Right: Development End Products of Development The Lesson Plan As an End Product Scripts and Storyboards Participants ' Packages and Other Print Materials Other Media Hints for Developing Material Chapter 6: Getting It Where It Does the Most Good: Implementation Beta Tests and Pilots Reviews Revisited Common Implementation Issues Hints for Implementation Chapter 7: Did It Do Any Good? Evaluation Why Evaluation? The Key to Good Evaluation Types of Evaluation Evaluation of Self-Instructional Programs Revisions: What to Do with What You 've Learned Hints for Evaluating Chapter 8: Doing It Faster: More Rapid Design Shortcuts Software for Instructional Design Analysis Software Test Development Software Miscellaneous Software Rapid Prototyping Learning Objects and Granular Training Public Courses Off-the-Shelf Programs Technology Vendors Performance Support – Based "Training "Problem-Based Learning (PBL) Training Management Systems Miscellaneous Chapter 9: Asynchronous E-Learning Design Definitions Creating and Implementing an E-Learning System Determining a Comprehensive E-Learning Strategy Designing and Developing Good Programs Learning Management Systems and Learning Content Management Systems Preparing the Organization Globally for E-Learning Planning for a Smooth, Successful Implementation Creating an Effective Monitoring and Evaluation Plan Asynchronous E-Learning Design and Development Analysis Material Development Learner Evaluation Learner Interfaces Beta Tests and Pilots Software Repurposing Evaluating Asynchronous E-Learning Programs Summary Chapter 10: Synchronous E-Learning Design Advantages Disadvantages and Misconceptions Design Considerations for Synchronous E-Learning Mini-Interactions Repurposing and Redesigning of Synchronous E-Learning Programs Other Synchronous Activities More Detailed Facilitator Guides Learner Guide General Technology Considerations Media Designing Continuing Interactions Audience Analysis Implementation Online Learning: A Special Type of E-Learning What the Learners Say Glossary Suggested Readings Other Resources About the Author Instructor Guide for Rapid Instructional Design Index

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