

References Recommended by the IACET Council on Standards Development

The IACET Council on Standards Development (ICSD) completed a reference list of publications providing additional information in support of one or more of the ANSI/IACET 1-2007 standard categories.

If you have specific references you would like to recommend, please provide the bibliographic information for the book or article and the Standard category it corresponds to and send it to info@iacet.org for consideration by the ICSD.

Note: IACET does not receive any remuneration from the recommendations on this list. All references are reviewed annually by the IACET Council on Standards Development.

Category 1: Continuing Education and Training Organization

Abrahams, Jeffrey (2007) 101 Mission Statements from Top Companies: Plus Guidelines for Writing Your Own Mission Statement. Berkley, CA: Ten Speed Press

Levinson, Jay Conrad and Levinson, Jeannie (2007) Startup Guide to Guerrilla Marketing: A Simple Battle Plan for First-Time Marketers. Canada: Jere L. Calmes

Classic

Davenport, Teresa Marketing Training Programs (2001) Alexandria, VA: ASTD

DeRose, Garry (1999) Outsourcing Training and Education. Alexandria, VA: ASTD

Marquardt, Michael 16 Steps to Becoming a Learning Organization, (1997) Alexandria, VA: ASTD

Waagen, Alice K. (2000) How to Budget Training. Alexandria, VA: ASTD

Category 2: Responsibility and Control

Martin, Vivien (2006) Managing Projects in Human Resources, Training and Development. Philadelphia, PA: Kogan Page Limited

Miner, Nanette (2006) The Accidental Trainer: A Reference Manual for the Small, Part-Time, or One-Person Training Department (Essential Knowledge Resource). San Francisco, CA: Pfeiffer

Category 3: The Learning Environment and Support Systems

Doll, Beth; Zucker, Steven; and Brehm, Katherine (2004) Resilient Classrooms: Creating Healthy Environments for Learning (Practical Intervention In The Schools) NY, NY: Gillford Press

Jensen, Eric P. (2003) Environments for Learning. San Diego, CA: The Brain Store, INC

Wellhousen, Karyn and Crowther, Ingrid (2003) Creating Effective Learning Environments. Canada: Thompson Learning

Classic

Fulton, R. D. (1991). Conceptual Model for Understanding the Physical Attributes of Learning Environments. In R. Hiemstra (Ed.), Creating Environments for Effective Adult Learning. San Francisco, CA; Jossey-Bass.

Wolff, S. J. (2003) Design Features of the Physical Learning Environment for Collaborative, Project-Based Learning at the Community College Level. St. Paul: National Research Center for Career and Technical Education, University of Minnesota.

Category 4: Learning Event Planning

Barbazette, Jean (2006) Training Needs Assessment: Methods, Tools, and Techniques (Skilled Trainer) San Francisco, CA: Pfeiffer

Koper, R. (2006). Current Research in Learning Design. *Educational Technology & Society*, 9 (1), 13-22.

Oberstein, Sophie and Alleman, (2003) Beyond Free Coffee and Donuts, Alexandria, VA: ASTD

Classic

Zemke, R and Kramlinger, T. (1997) Figuring Things Out: A Trainer's Guide To Needs And Task Analysis

Category 5: Learning Outcomes

Gronlund, Norman E. and Brookhart, Susan M. (2008) Writing Instructional Objectives for Teaching and Assessment (8th Edition)

Classic

Bloom, Benjamin Samuel. A Taxonomy for Learning, Teaching, and Assessing : A Revision of Bloom's Taxonomy of Educational Objectives. (2000) Longman Publishing Group. ISBN: 080131903X.

Mager, Robert. Preparing Instructional Objectives: A Critical Tool in the Development of Effective Instruction. (1984) Atlanta, GA Center for Effective Performance. ISBN: 1561033413.

Category 6: Planning and Instructional Personnel

Mitchell, Jennifer Basic Trainer Competencies (2006) Alexandria, VA: ASTD

Classic

Conway, Malcolm and Cassidy, Michael F. (2001) Evaluating Trainer Effectiveness. Alexandria, VA: ASTD

Klein James D.; Spector, J. Michael; Grabowski, Barbara L. and de la Teja, Ileana

(2000) Instructor Competencies: Standards for Face-to-Face, Online and Blended Settings

Training House (2001) Assessment of Competencies for Instructor Development: Packet of 5 Amherst, MA: HRD Press Inc

Rosania, Robert J. (2001) The Credible Trainer. Alexandria, VA: ASTD

Category 7: Content and Instructional Methods

Bray, Tony (2006) The Training Design Manual: The Complete Practical Guide to Creating Effective and Successful Training Programmes. Glasglow: Bell and Bain

Hodell, Chuck (2006) ISD from the Ground Up. I (2nd Ed): A No-Nonsense Approach to Instructional Design Alexandria, VA: ASTD

Knowles, Malcolm; Holton, Elwood F., and Swanson, Richard A. (2005) The Adult Learner (6th Edition) San Diego, CA: El Sevier, Inc

McCarthy, Bernice and O'Neil, Blackwell (2007) Hold On You Lost Me! Use Learning Styles to Create Training That Sticks. Alexandria, VA: ASTD

Stein, Sue and Farmer, Shannon (2004) Connotative Learning: The Trainer's Guide to Learning Theories and Their Practical Application to Training Design Washington, DC: Int'l Assn. For Continuing Ed & Training

Classic

McCain, Donald V. (1999) Creating Training Courses (When You're Not a Trainer) Alexandria, VA: ASTD

Category 8: Assessment of Learning Outcomes

Banta, Trudy and Associates. Hallmarks of Effective Outcomes Assessment: Assessment Update Collections (2004) Jossey-Bass

Bryan, Cordelia and Clegg, Karen. Innovative Assessment in Higher Education (2006) NY, NY: Rutledge

Howell, Scott L. and Hricko, Mary. Online Assessment and Measurement: Case Studies from Higher Education, K-12 and Corporate (2006) NY: NY: Information Science Publishing

Hricko, May and Howell, Scott. Online Assessment and Measurement: Foundations and Challenges (2006) Hersey, PA: Information Science Publishing

Suskie, Linda and Linqenfelter, Paul E. Assessing Student Learning: A Common Sense Guide (2004) Boston, MA Anker Publishing

Stevens, Dannelle D. and Levi, Antonia J. Introduction To Rubrics: An Assessment Tool To Save Grading Time, Convey Effective Feedback and Promote Student Learning (2004) LLC, Stylus Publishing

Williams, David D.; Howell, Scott, and Hricko, Mary. Online Assessment, Measurement and Evaluation (2006) Hersey, PA: Information Science Publishing

Classic

Angelo, Thomas A. and Cross, K. Patricia. Classroom Assessment Techniques: A Handbook for College Teachers (1993) Jossey Bass Higher and Adult Education Series

Category 9: System for Awarding CEUs and Maintaining Learner Records

Herold, Rebecca (2005) Managing an Information Security and Privacy Awareness and Training Program Boca Raton, FL: Auerbach Publications

Identifying and protecting employers' interests in trade secrets and proprietary information: every company has something that it hopes will give it an ... An article from: Defense Counsel Journal by William G., II Porter and Michael C. Griffaton (Digital - Jul 28, 2005) - HTML

Classic

Ruzicka, M. Theresa and Weckmueller, Beth Lee (1997) Student Records Management: A Handbook (The Greenwood Educators' Reference Collection) Westport, CT: Greenwood Press and American Association of Collegiate Registrars and Admissions Officers

Stewart, Jeffrey (2000) Professional Records And Information Management Student (Edition with CD-ROM) McGraw Hill

Category 10: Program Evaluation

Israelite, Larry (2007) Lies About Learning. Alexandria, VA: ASTD

Kirkpatrick, Donald L. and Kirkpatrick, James D. (2006) Evaluating Training programs: The Four Levels (3rd Edition) Berkley, CA: Berrett-Koehler Publishers Inc

Phillips, Patricia Pulliam and Phillips, Jack Return on Investment (ROI) Basics (2006) Alexandria, VA: ASTD

Roulstone, Brian and Phillips, Jack (2007) ROI for Technology Projects: Measuring and Delivering Value Oxford: UK: Butterworth-Heinemann

Schmidt, Lynn (2003) Implementing Training Scorecards. Alexandria, VA: ASTD

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Barksdale, Susan and Lund, Teri (2001). Rapid Evaluation. Alexandria, VA: ASTD

Combs, Wendy L. and Falletta, Salvatore (2000) The Targeted Evaluation Process. Alexandria, VA: ASTD