



Chapter-by-Chapter Summary Sheet and Action Plan

	Overview	My Takeaways	What I Will Do As A Result
Introduction	The challenges driving increased demands on learning, the conundrum of “same training in half the time” requests, and the promise that you can have <i>better</i> training in half the time.		<ol style="list-style-type: none"> 1. 2. 3.
Chapter 1	Using the Five A’s to move the finish line on your projects (Appreciate, Acknowledge, Ask, Apprehension, and Alternatives)		<ol style="list-style-type: none"> 1. 2. 3.
Chapter 2	Earning a seat at the decision-making table, and doing it in a way that your voice is listened to.		<ol style="list-style-type: none"> 1. 2. 3.
Chapter 3	Strategies to make learners’ needs your first priority without alienating your project sponsors.		<ol style="list-style-type: none"> 1. 2. 3.
Chapter 4	Identify essential content using two powerful questions—what does success look like, and does this content bring us closer to that goal?		<ol style="list-style-type: none"> 1. 2. 3.



INTRODUCTION WORKSHEET

	Overview	My Takeaways	What I Will Do As A Result
Chapter 5	Pre-training strategies to reclaim development time and enhance the effectiveness of learning events.		1. 2. 3.
Chapter 6	Training strategies to enhance the effectiveness of learning events.		1. 2. 3.
Chapter 7	Post-training strategies to reclaim development time and enhance the effectiveness of transfer of learning to the workplace.		1. 2. 3.
Chapter 8	A primer in the theory that drives effective learning and strategies for those in sideline roles that support the instructional designer.		1. 2. 3.
Chapter 9	A reminder that better training in half the time can be your reality—when you hold true to the tenets of sound instructional design, and an invitation to stay connected.		1. 2. 3.
Chapter 10	Worksheets, assessments, and job aids to help you apply the ideas in this book—and to set a model for you to emulate in your course designs.		1. 2. 3.