

TRAINING

- Charney, Cy & Kathy Conway, *The Trainer's Tool kit*, 1997, AMACOM, 213 pages
- Ellis, Donald G., *Small Group Decision Making - Communication and the Group Process*, 313 pages
- Harrington-Mackin, Deborah, *The Team Building Tool Kit - Tips, Tactics and Rules for Effective Workplace Teams*, 1994, AMACOM, 177 pages
- Harrington-Mackin, Deborah, *Cum se Formeaza O Echipa de Succes*, 2002, Amacom & Teora, 166 pages
- Jolles, Robert L., *How to Run Seminars & Workshops - Presentation Skills for Consultations, Trainers, and Teachers*, 2001, John Wiley & Sons Inc., 272 pages
- Kroehnert, Gary, *Basic Training for Trainers - A Handbook for New Traininers*, 2000, The McGraw-Hill Companies Inc., 258 pages
- Lawson, Karen, *The Trainer's Handbook*, 1998, Jossey-Bass & Pfeiffer, 232 pages
- Leslie, Charles, C. & Chris Clarke-Epstein, *The Instant Trainer - Quick Tips on How to Teach Others What You Know*, 1998, McGraw-Hill Inc., 277 pages
- Martini, Maria Eletta, *VOLONTARinFORMAZIONE*, 2000, Centro Nazionale per il Volontariato, 150 pages
- Rae, Leslie, *Tehnici de Formare*, 1998, Universal DALSI, 364 pages
- Stallings, Betty B., *Training Busy Staff to Succeed with Volunteers - Building Commitment and Competence in Staff/ Volunteer Teams*, 1998, Building Better Skills, 74 pages
- Stimson, Nancy, *Instruieste-ti angajatii- Secretele managerului perfect*, 1994, Rentrop & Straton, 120 pages
- Ukens, Lorraine L., *Getting Together - Icebreakers and Group Energizers*, 1997, Jossey-Bass/Pfeiffer, 165 pages
- Vineyard, Sue, *The Great Trainer's Guide - How to Train Almost Anyone to do Almost Anything*, 1995, Heritage Arts, 158 pages