

FOREWORD

This bibliography from the Commonwealth Programme for Applied Studies in Government (CPASG) takes up a crucial aspect of manpower development - that of training of trainers. In preparing the bibliography the compiler, Dr. A.P. Saxena, presents annotated references on training of trainers in a broader framework of major concerns to trainers. These include selected references to objectives, processes, systems and design of training, to learning, to identification of training needs, training methodology in general and to group dynamics and organisational change in particular. It also covers evaluation of training, training costs, and specialised aspects of training including training for public administration and management training.

In commissioning this bibliography CPASG's purpose was to further extend and supplement the considerable work it has done in the field of training of trainers since the inception of the Programme in 1975. As with all its work the major focus of the Programme's activities in this field has been to assist Governments in improving the management and administration of the public services and public enterprise. This too is the aim of this bibliography. However the coverage of the bibliography is not intended to be comprehensive, but rather it has been prepared to provide pointers to the major references in the field in the past ten years or so. If there are any important references omitted from the bibliography CPASG would appreciate notification. It should also be noted that selection of items for inclusion is the responsibility of the compiler, and in no way implies a judgement or expression of opinion by the Commonwealth Secretariat and the Commonwealth Fund for Technical Co-operation.

'Training of Trainers' is the second bibliography published by the CPASG to concentrate on training. A previous and recent bibliography in the series deals with 'The case study as a training method', and can be obtained from the Programme at the address given below.

Other bibliographies in the series cover:

Public Enterprise Management - 1979

Workers Participation in Management - 1979

Industrial Relations - 1980

Public Enterprises, Parliaments and Governments - 1981;

and, in production is a new bibliography on 'Technology Decision-making in the Public Service' to be published early 1982.

The Commonwealth Programme of Applied Studies in Government

The Commonwealth Programme for Applied Studies in Government, which was established at the request of Commonwealth governments, was set up as a Division of the Commonwealth Secretariat in 1975. Its goal is to promote better administration and management in both the public service and the public enterprise sectors. It takes up this challenging task through an integrated programme of training, research and consultancy backed by an information/clearing house function. Working directly with senior personnel through seminars and short courses, or indirectly through programmes designed to improve the capacities of public service and public enterprise training institutions and trainers, its target is the most senior levels of management.

For further information on the Programme and its publications contact:

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