



FALL
2022

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PRESS

ATD PRESS

The premier publisher specializing in talent development, training, and professional development.

The Association for Talent Development (ATD) is the world's largest association dedicated to those who develop talent in organizations. We've published important content for the field for more than 70 years. ATD Press publications are written by industry thought leaders and offer anyone who works with adult learners the best practices, academic theory, and guidance necessary to move the profession forward.



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Conscious Accountability

Deepen Connections,
Elevate Results

David C. Tate, Marianne S. Pantalon,
Daryn H. David

Elevate Your Work and Relationships With Conscious Accountability

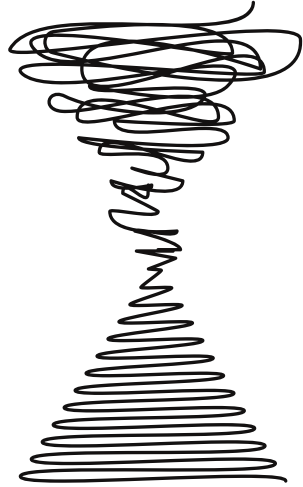
In *Conscious Accountability*, Yale faculty, psychologists, and leadership consultants David C. Tate, Marianne S. Pantalon, and Daryn H. David invite you to think about yourself and your working relationships more completely and integrate a practice of conscious accountability in your daily life. A forward-thinking approach to realizing organizational and team goals, conscious accountability can help you move beyond traditional ways of engaging with your employees, team members, and peers. The impact will be transformative.

To help you develop the skills and the mindsets of conscious accountability, this book introduces a straightforward and powerful CONNECT framework that gives you the tools you need to better relate to everyone in your professional (and personal) life, build trust, and motivate yourself and your colleagues for greater outcomes. Step up your performance by following the seven practices of conscious accountability—creating clarity, opening up engagement, nailing it, noticing, exchanging feedback, claiming it, and trying again. You will connect more closely to others, put people in a position to succeed, elevate and distinguish yourself, and generate excellence everywhere you turn.

Contents: Rethinking Accountability • Becoming More Aware • The Power of Conscious Accountability • The Seven Practices • Putting It All Together • Challenges to Implementation • A World of Conscious Accountability

CONSCIOUS ACCOUNTABILITY

Deepen Connections, Elevate Results



DAVID C. TATE | MARIANNE S. PANTALON | DARYN H. DAVID

ISBN: 9781950496716 • Product Code: 112201
Member: \$18.99 • List: \$21.99
PB • 6 x 9 • 292 pp. • August 2022

David C. Tate, Marianne S. Pantalon, and Daryn H. David are Yale faculty, psychologists, and leadership consultants.

"This insightful book offers a fresh look at accountability. It will help any leader in any organization deepen relationships and improve team performance."

—Daniel H. Pink, *New York Times* bestselling author of *The Power of Regret, Drive*, and *When*

Interact and Engage!

75+ Activities for Virtual Training, Meetings, and Webinars

Second Edition

Kassy LaBorie and Tom Stone

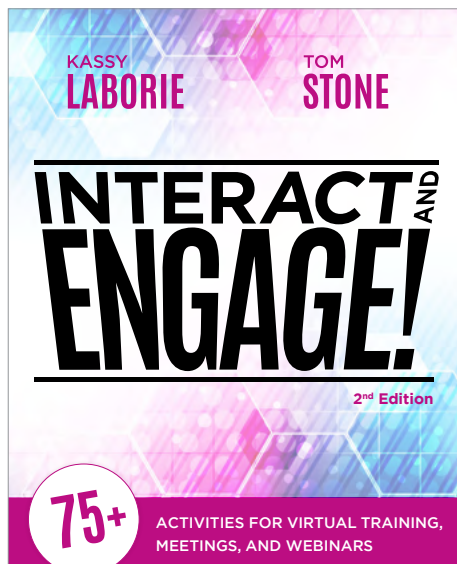
Ignite Online Events With the Use of Well-Designed Activities

Creating outstanding virtual meetings, webinars, and training programs has always been challenging for novice and experienced instructional designers and facilitators alike. As online events have been normalized for nearly all purposes in recent years (sales calls, project updates, collaborative work, team building, training, and more), virtual learning experts Kassy LaBorie and Tom Stone recognized that the need to interact and engage is more important than ever before.

Updating the first edition of *Interact and Engage!*, this new volume offers more than 75 activities as well as tips and strategies to help you create effective online learning and masterful meetings and webinars. Activity recipes range from warm-ups and icebreakers to closers and celebrations, and everything in between. Kassy and Tom cover advanced features and techniques and guide you on how to convert or create your own online activities, no matter what technology you are using now or in the future. An appendix presents two capability models for the positions of virtual facilitator and producer.

Contents: The Live Online Platform • Warm-Ups and Welcomes • Breaking the Ice • Engaging Virtual Meetings, Webinars, and Training • Close With Impact • Celebrations and Parties • Advanced Features, Tools, and Strategies • Create Your Own Activities

Speaker, instructional designer, and classroom facilitator, **Kassy LaBorie** is the author of *Producing Virtual Training, Meetings, and Webinars*. L&D expert and speaker, **Tom Stone** is a senior research analyst at the Institute for Corporate Productivity (i4cp).



ISBN: 9781953946409 • Product Code: 112209

Member: \$32.99 • List: \$38.99

PB • 7.5 x 9.25 • 304 pp. • September 2022

"We are all being asked to up our game in today's virtual learning space and the new edition of Interact and Engage! arrives just at the right time. Drawing from their extensive experience in the field of professional development, Kassy and Tom give us an insightful, pragmatic, and proven resource to help meet the challenge. This book is now my go-to reference when designing or refreshing virtual learning events, and I encourage others to pick up a copy and keep it close at hand."

—Kevin D. Wilde, Executive Leadership Fellow,
Carlson School of Management, University of
Minnesota; Former CLO, General Mills

Facilitation in Action

Finding Your Authentic Training Style

Carrie Addington, Jared Douglas, Nikki O'Keeffe, Darryl Wyles

Improve the Impact of Your Facilitation

In *Facilitation in Action*, four master ATD facilitators open your eyes to a range of facilitation methods and techniques and help you find your authentic training style. Authors Carrie Addington, Jared Douglas, Nikki O'Keeffe, and Darryl Wyles provide tips, lessons, and stories rooted in hands-on application, from their experiences leading ATD's education programs and delivering training in industries from government and healthcare to marketing and beauty.

Learn how to develop a facilitation mindset that identifies what learners need to be successful before, during, and after training. Explore how to adapt your facilitation across various modalities and how to be prepared when you must pivot in the moment. And, dive into the importance of empathy, inclusion, feedback, and performance to facilitation.

This train-the-trainer guide takes both new and established facilitators on a journey of honing training delivery skills and demonstrating agility for the benefit of learners, the organization, and themselves.

Contents: The Facilitation Mindset • Setting the Stage for the Learner • Your Role in Learning • Developing Your Style • Facilitating Across Modalities • Facilitating for Impact • Empathetic and Inclusive Facilitation • The Art of Feedback • Performance Improvement • Future Readiness and Lifelong Learning

Carrie Addington, Jared Douglas, Nikki O'Keeffe, and Darryl Wyles, are master ATD trainers and facilitators.



Take the Training and Facilitation Certificate Course



Led by ATD's master facilitators, this train-the-trainer course covers the entire end-to-end training cycle, including planning and preparing a training event, managing the learning environment and engaging participants in the classroom, and following up post-event to continue to support learning.

Cindy Huggett

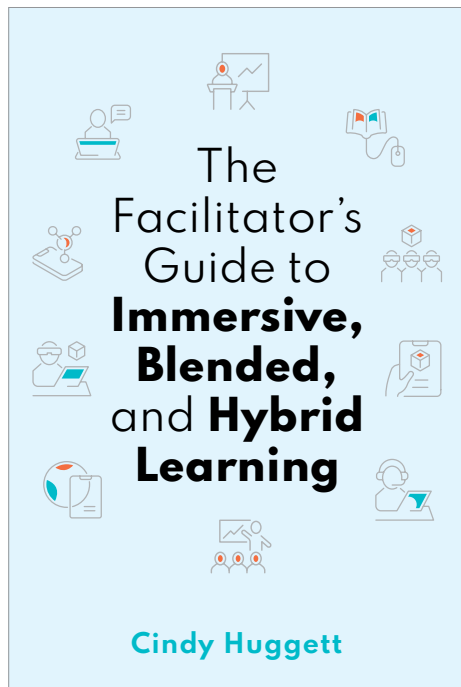
Upgrade Your Facilitation Skills for Any Modality

In *The Facilitator's Guide to Immersive, Blended, and Hybrid Learning*, veteran virtual trainer and learning tech maven Cindy Huggett examines the role of a facilitator in immersive, blended, and hybrid learning environments and offers cutting-edge insights and practical advice on how facilitators can make programs effective and engaging in any scenario. She introduces the new learning experience facilitator role and the skills needed to be successful in today's modern learning environments.

While the shift from traditional classrooms to modern learning environments (including immersive, blended, and hybrid learning) has exploded in recent years, the supporting technologies and techniques have been evolving over time and now include augmented, mixed, and virtual realities. In fact, immersive, blended, and hybrid learning have become the new reality of training.

Cindy walks you through how to facilitate in each of these modalities, covering everything from technology needs to suggested activity modifications. Throughout, she includes real-life examples of immersive, blended, augmented, virtual, and hybrid learning in action. And she asks the vital question: Is facilitation necessary in immersive learning experiences? The answer is yes, but to be successful, facilitators need to update their skills on an ongoing basis.

Prepare yourself with the skills and knowledge to navigate the new world of learning and make your facilitation shine.



ISBN: 9781950496693 • Product Code: 112211

Member: \$28.99 • List: \$32.99

PB • 6 x 9 • 250 pp. • December 2022

Contents: The New Learning Experience Facilitator • Immersive Technologies • The Immersive Virtual Classroom • Hybrid Events • Blended Learning Journeys • Augmented Reality • Facilitator Skills for VR Experiences • The Facilitator of the Future

Cindy Huggett is the author of *Virtual Training Basics*, Second Edition, *Virtual Training Tools and Templates*, and *The Virtual Training Guidebook*.

The Modern Learning Ecosystem

A New L&D Mindset for the Ever-Changing Workplace

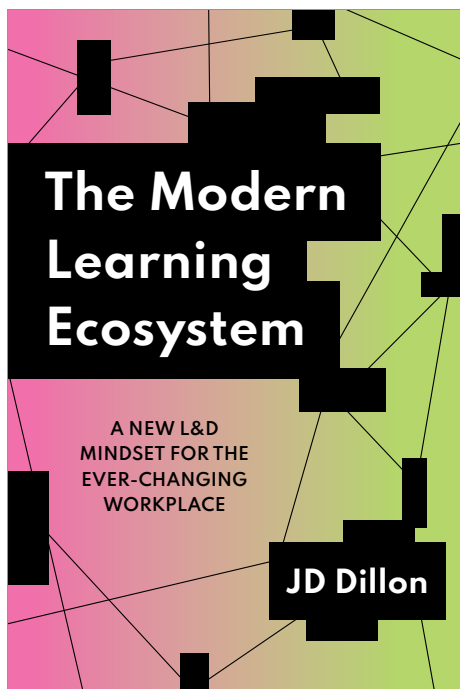
JD Dillon

Reimagine the Role of L&D in the Modern Workplace

How can we possibly keep up? This question is front and center in today's workplace thanks to the downright ridiculous pace of change. There's a never-ending stream of new processes, regulations, products, and technologies with which employees must contend. And in the middle of everything—between executives, stakeholders, managers, IT, subject matter experts, legal, and employees—sits L&D, charged with making sure people have the knowledge and skills needed to execute, but rarely given the time and resources to get it done.

The Modern Learning Ecosystem outlines a practical approach for navigating nonstop workplace change. Inspired by decades of operations and talent development experience with the world's most dynamic companies, learning and enablement expert JD Dillon challenges the traditional L&D mindset with a tried-and-true framework that makes right-fit support a meaningful part of the everyday workflow. This book provides step-by-step instructions for architecting a disruption-ready learning ecosystem that will help employees solve today's biggest problems while building the knowledge and skills needed to seize tomorrow's opportunities.

Do you believe workplace learning is about more than courses? Do you struggle to gain stakeholder buy-in for alternative learning strategies? Do you want to make smarter decisions when it comes to solution design, technology application, and measurement practices? Grab your copy of *The Modern Learning Ecosystem* and make sure the people you support are always ready for what comes next.



ISBN: 9781953946386 • Product Code: 112208

Member: \$29.99 • List: \$34.99

PB • 6 x 9 • 250 pp. • November 2022

Contents: Inspiration From Previous Models

- Shift Your Mindset • The MLE Framework • Shared Knowledge • Performance Support • Reinforcement
- Coaching • Pull and Push Training • Apply the Framework • MLE in Action • Good Technology Decisions • The Data • Influence • Build a Learning Culture That's Ready for Anything

JD Dillon is a respected author, keynote speaker, podcaster, online host, and founder of LearnGeek, through which he publishes a variety of content and advises organizations on their learning.



Promotions Are So Yesterday Redefine Career Development. Help Employees Thrive.

Julie Winkle Giulioni

Julie Winkle Giulioni offers a much-needed, long overdue approach for developing your employees' careers and helping them thrive in a company when promotions are not readily available. Discover an easy-to-apply framework of seven alternative dimensions of development (contribution, competence, confidence, connection, challenge, contentment, and choice) that will engage your employees—dynamic opportunities for growth that are completely within your control as a manager. This book is filled with practical advice, nearly 100 questions to spark reflection and productive dialogue, and actionable templates and tools that managers can use with employees.

Contents: Moving Up to Move Over • Promotions Are Overrated • Contribution • Competence • Connection • Confidence • Challenge • Contentment • Choice • Possibilities Are the New Promotion

Leadership expert and consultant, **Julie Winkle Giulioni** is the co-author of *Help Them Grow or Watch Them Go: Career Conversations Organizations Need and Employees Want*.

ISBN: 9781952157738 • Product Code: 112202
Member: \$15.99 • List: \$18.99
PB • 6 x 9 • 176 pp. • March 2022



Diversity, Equity, and Inclusion for Trainers Fostering DEI in the Workplace

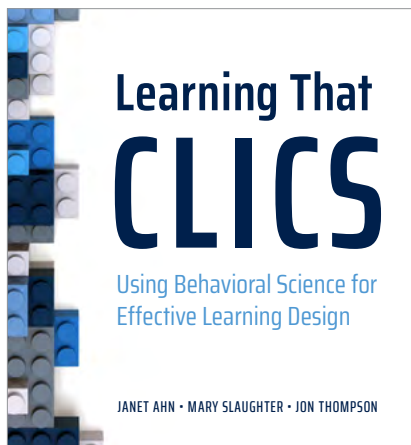
Maria Morukian

Expert facilitator Maria Morukian covers the historical underpinnings and rationale for DEI work; takes you through the process of organizational assessment, design, and delivery; and offers strategies for embedding DEI and promoting sustainability through collaborative practices and dialogues, thus allowing you to develop and understand your own identity lenses and biases. Each chapter includes reflection questions and worksheets.

Contents: Overview of the DEI Landscape • Assessing the Organizational and Individual Need for DEI • Designing and Developing Effective DEI Training • Make All Training Inclusive • Delivering Transformational DEI Training • Strategies for Continuity and Collaboration • Diversity and Inclusion in a Global Setting • Doing Your Own Work

Maria Morukian, president of MSM Global Consulting and an adjunct faculty member at American University's School of International Service, is a recognized organization development practitioner specializing in training, coaching, and facilitation with a focus on diversity, equity, inclusion, and intercultural competence.

ISBN: 97895394058 • Product Code: 112204
Member: \$23.99 • List: \$27.99
PB • 6 x 9 • 320 pp. • January 2022



Learning That CLICS Using Behavioral Science for Effective Learning Design

**Mary F. Slaughter, Janet N. Ahn, and
Jon C. Thompson**

Learning That CLICS introduces the CLICS Framework, a concise, practical way to apply behavioral science and a human-centric approach to the art of learning design in the workplace. Created by learning practitioners for learning practitioners, the CLICS Framework is a five-step approach (capacity, layering, intrinsic enablers, coherence, and social connections) that deepens analysis and increases the likelihood that learning will occur. Once we appreciate how our brains learn, our ability to conduct a CLICS analysis can promote giant leaps forward, ensuring learning that lasts.

Contents: The CLICS Framework • Our Brains and the Science of Learning • Capacity • Layering • Intrinsic Enablers • Coherence • Social Connections • CLICS in Design and Development • Learning That Lasts • A Tutorial on the Science of Measurements

Mary F. Slaughter is global head of employee experience at Morningstar. **Janet N. Ahn, PhD**, is the president and chief behavioral science officer at Mind Gym. **Jon C. Thompson** is the director of learning experience and innovation at the Coca-Cola Company.

ISBN: 9781953946324 • Product Code: 112205
Member: \$18.99 • List: \$21.99
PB • 8.5 x 9.25 • 168 pp. • June 2022



Next Level Virtual Training Advance Your Facilitation

Diana L. Howles

Diana L. Howles goes beyond the basics of virtual and online synchronous training and introduces the Virtual Trainer Capability Model, which identifies eight areas of expertise for the top virtual professional. A train-the-virtual-trainer resource, this book will guide you in developing the specific knowledge and skills to facilitate online interactivity, manage multitasking, become technically fluent, oversee logistics and troubleshooting, leverage your voice, and engage virtual learners.

Contents: The Virtual Trainer Capability Model • Virtual Learning Experiences • Successful Virtual Learning Environments • Effective Online Facilitation • On-Camera Competence • Audio and Vocal Delivery • Leveraging Your Platform's Technical Tools • The Dynamic Principle of Engagement • Troubleshooting and Recovery • Flipping Virtual Training With Blended Learning • Live Mixed Learning • Evaluating and Innovating

An award-winning speaker, international trainer, and certified virtual instructor with more than 25 years of experience, **Diana L. Howles** is CEO of Howles Associates.

ISBN: 9781953946034 • Product Code: 112203
Member: \$32.99 • List: \$38.99
PB • 6 x 9 • 406 pp. • May 2022

ATD's Handbook for Training and Talent Development

Third Edition

Elaine Biech, Editor

**Start, Build, and Navigate
Your Training and
TD Career**

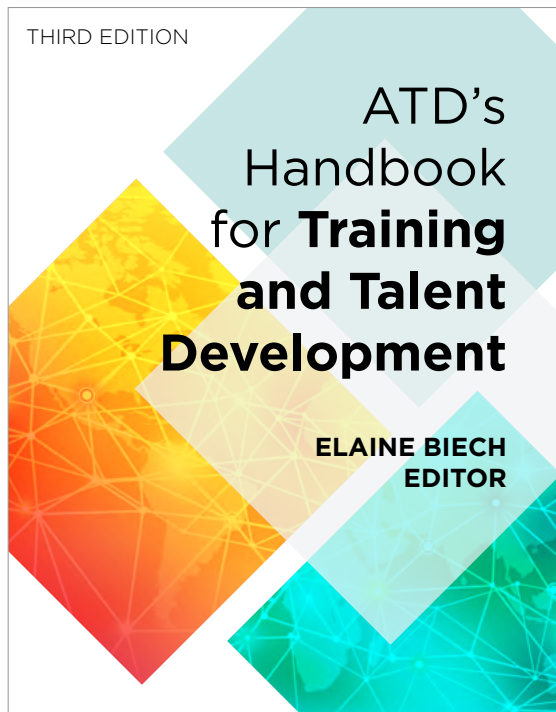
ATD's Handbook for Training and Talent Development is the premier resource and compendium of everything training and talent development professionals need to know to start, build, and navigate a thriving career.

Now in its third edition and grounded by ATD's Talent Development Capability Model, this is more than a revised volume. The handbook provides an up-to-date view of the growing roles of talent development professionals, our changing world of work, and the critical need for business alignment.

Edited by Elaine Biech, the third edition is divided into eight sections with a total of 57 chapters authored by 100 expert

practitioners—the brightest thinkers in the field—who share foundational and advanced perspectives and information. It takes a particularly deep dive into growing professional expertise and personal skills; virtual learning and remote work; trends affecting talent development; managing organizational and career change; growing roles in talent development; and understanding organizational impact and business alignment. In addition to more than 100 online tools available for download, the book also includes a glossary and references.

TD professionals will want to keep this practical volume close by; it's the reference you will always turn to.



ISBN: 9781953946348 • Product Code: 112206

Member: \$114.99 • List: \$134.99

HC • 7 x 9 • 960 pp. • May 2022

A Who's Who of Talent Development Experts and Leaders

Contributors

Section I: The Foundations of Learning and Development: Tacy Byham

Contributors: Lorrie Lykins • Becky Pike Pluth • Jonathan Halls • Preethi Anand

Section II: Planning a Career in Talent Development: Beverly Kaye

Contributors: Morgean Hirt • Rich Douglas • Catherine Lombardozi • Ryan Gottfredson • Travis Waugh • Jean Greaves

Section III: Training and Development Basics: Bob Pike

Contributors: Angel Green • Ingrid Guerra-Lopez • Sharon Boller • Brian Washburn • Crystal Kadakia and Lisa Owens • Hadiya Nuriddin • Mhairi Campbell • Nancy Duarte • Jeff Davenport • Jim Kirkpatrick • Wendy Kirkpatrick • Jack Phillips • Patti Phillips

Section IV: Enhancing and Supporting Talent Development: Elliott Masie

Contributors: George Hall • Jennifer Hofmann • Maureen Orey • Emma Weber • Diane Elkins • Cindy Huggett • Cindy Clay

Section V: Required Forward-Focused Proficiencies and Attitudes: Rita Bailey

Contributors: Wendy Gates Corbett • David Macon • Greg Owen-Boger • Dale Ludwig • Michael Wilkenson • Dianna Booher • Maria Morukian • Alex Adamopoulos • JD Dillon

Section VI: Expanded Roles of Talent Development: Kimo Kippen

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Section VII: Aligning the Learning Function to the Organization: Ken Blanchard

Contributors: Jack Zenger • Joe Folkman • William Rothwell • Angela Stopper • Aileen Zaballero • Jim Kouzes • Barry Posner • Kevin Cope • Norma Dávila • Wanda Piña-Ramírez • David Vance • Emily Wood

Section VIII: Talent Development's Role for Future Success: John Coné

Contributors: Holly Burkett • Tonya Wilson • Andy Trainor • Dave Forman • Christie Ward • Jennifer Stanford • Karl Kapp • Jessica Briskin • Larry Wolff

Talent development expert and leader, **Elaine Biech** is president of ebb associates inc, a strategic implementation, leadership development, and experiential learning consulting firm. In the field for more than 30 years, Elaine helps organizations work through large-scale change. She is the author and editor of numerous books including *The Art and Science of Training*.

THE ATD SOFT SKILLS SERIES



Jack Harlow, Editor

Develop Soft Skills and Gain Hard Value

More than ever, soft skills are being recognized as a premium, and developing these skills is where talent development comes in. TD professionals play a unique role in addressing the increasing demand for soft skills. Organized into two parts, each book in the series tackles one soft skill that TD professionals need for developing themselves, others, and their organizations. Part 1 breaks down the skill into what it is, why it's important, and what challenges it brings. Part 2 turns the lens on your daily work and how to practice, build, and perfect the skill on the job. Featuring worksheets, self-reflection exercises, and best practices, these books empower you to develop career resiliency by matching your talent development technical expertise with your newfound soft skill abilities.

Jack Harlow is a developmental editor at ATD and the co-editor of *Focus on Them: Become the Manager Your People Need You to Be*.

Individual Books in the Series

Adaptability in Talent Development

Esther Jackson

ISBN: 9781952157516

Product Code: 112110

Member: \$12.99 • List: \$14.99

PB • 5.25 x 8 • 160 pp.

September 2021

Creativity in Talent Development

Donna Porter and Nancy Tennant

ISBN: 9781952157608

Product Code: 112112

Member: \$12.99 • List: \$14.99

PB • 5.25 x 8 • 184 pp.

October 2021

Member Bundle Price: \$55.21

List Bundle Price: \$63.71

Product Code: 142106

Emotional Intelligence in Talent Development

Patrick Malone

ISBN: 9781952157493

Product Code: 112109

Member: \$12.99 • List: \$14.99

PB • 5.25 x 8 • 136 pp.

September 2021

Teamwork in Talent Development

Thane Bellomo

ISBN: 9781952157660

Product Code: 112113

Member: \$12.99 • List: \$14.99

PB • 5.25 x 8 • 152 pp.

October 2021

Influence in Talent Development

Vivian Blade

ISBN: 9781952157530

Product Code: 112111

Member: \$12.99 • List: \$14.99

PB • 5.25 x 8 • 200 pp.

November 2021

10 STEPS SERIES

The ATD 10 Steps series provides proven, easy-to-follow techniques for improving your skills in business writing, mentoring, managing, coaching, and facilitating, among other topics.



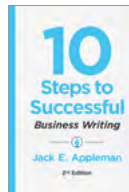
ISBN: 9781949036480
Product Code: 111909
Member: \$19.99
List: \$21.99
PB • 6 x 9
224 pp. • 2019

10 Steps to Successful Mentoring
Wendy Axelrod, PhD



ISBN: 9781949036206
Product Code: 111908
Member: \$17.99
List: \$19.99
PB • 6 x 9
168 pp. • 2019

10 Steps to Be a Successful Manager
Second Edition
Lisa Haneberg

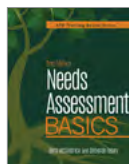


ISBN: 9781947308305
Product Code: 111716
Member: \$17.99
List: \$19.99
PB • 6 x 9
232 pp. • 2017

10 Steps to Successful Business Writing
Second Edition
Jack E. Appelman

TRAINING BASICS SERIES

The ATD Training Basics series covers the fundamentals of training. Discover theories, concepts, and practical applications in a range of topics, including training design, needs assessment, virtual training, evaluation, and facilitation.



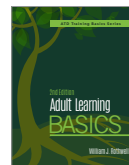
ISBN: 9781947308640
Product Code: 111622
Member: \$24.99
List: \$29.99
PB • 7.5 x 9.5
184 pp. • 2016

Needs Assessment Basics
Second Edition
Beth McGoldrick and
Deborah D. Tobey



ISBN: 9781562868093
Product Code: 111319
Member: \$24.95
List: \$29.95
PB • 7.5 x 9.5
288 pp. • 2013

Survey Basics
Patricia Pulliam Phillips,
Jack J. Phillips, and
Bruce Aaron



ISBN: 9781950496143
Product Code: 112011
Member: \$24.99
List: \$29.99
PB • 7.5 x 9.5
160 pp. • 2020

Adult Learning Basics
Second Edition
William J. Rothwell

THE ATD WORKSHOP SERIES



The ATD Workshop Series is written for trainers by trainers. Each book includes all the activities, handouts, tools, and assessments you need to create and deliver powerful, effective training. You can also order the series as a bundle! The bundle offers all 13 printed books in the series at 15 percent off. Save more than \$100 on the ATD retail or member price.

Member Bundle Price: \$671.02

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Communication Skills Virtual Training

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Member: \$64.99 • List: \$74.99

Customer Service Training

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Emotional Intelligence Training

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Product Code: 111607
Member: \$59.95 • List: \$69.95

Time Management Training

ISBN: 9781607280927
Product Code: 111608
Member: \$59.95 • List: \$69.95



ISBN: 9781952157622
Product Code: 112104
Member: \$21.99
List: \$24.99
PB • 6 x 9
184 pp. • 2021

The Building Blocks of Sales Enablement

Mike Kunkle

Using an easy-to-apply building blocks structure, Kunkle lays out a formalized strategy on what a sales enablement practice is and requires for optimal results.



ISBN: 9781950496877
Product Code: 112105
Member: \$28.99
List: \$32.99
PB • 6 x 9
340 pp. • 2021

The Hard and Soft Sides of Change Management

Tools for Managing Process and People

Kathryn Zukof

Offers practices and approaches to help you roll out, receive, and manage change effectively by integrating both the process (or hard) side and the people (or soft) side.



ISBN: 9781950496631
Product Code: 112007
Member: \$34.99
List: \$39.99
PB • 7 x 10
328 pp. • 2020

Proving the Value of Soft Skills

Measuring Impact and Calculating ROI

Patricia Pulliam Phillips, Jack J. Phillips, and Rebecca Ray

The authors guide readers through an easy-to-apply process to use the ROI Methodology to determine the impact of practitioners' efforts to develop soft skills in their organizations and to secure support for such efforts.



ISBN: 9781950496167
Product Code: 112010
Member: \$16.99
List: \$19.99
PB • 5.25 x 7.5
340 pp. • 2020

The BS Dictionary

Uncovering the Origins and True Meanings of Business Speak

Bob Wiltfong and Tim Ito

This book provides real-world definitions for nearly 300 of the most commonly used business terms and gives the origin story for each. Get language clarity and have fun learning the full etymology of your favorite phrases.



ISBN: 9781953946492
Product Code: 112125
Member: \$49.99
List: \$64.99
PB • 7 x 9
336 pp. • 2021

ATD Talent Management Handbook

Terry Bickham, Editor

With more than 20 chapters written by more than 30 contributors, this book offers progressive thoughts on the state of talent management and how the function must adapt.



ISBN: 9781562868710
Product Code: 111817
Member: \$20.95
List: \$24.95
PB • 6 x 9
208 pp. • 2018

Focus on Them

Become the Manager Your People Need You to Be

Edited by Ryan Changcoco, Megan Cole, and Jack Harlow

Introducing the ACCEL Model (accountability, communication, collaboration, engagement, and listening and assessing), this book provides the tools and know-how for managers to excel.

BUSINESS AND MANAGEMENT



ISBN: 9781947308848
Product Code: 111905
Member: \$24.95
List: \$29.95
PB • 6 x 9
272 pp. • 2019

Lead With Your Customer

Transform Culture and Brand Into World-Class Excellence
Second Edition

**Mark David Jones and
J. Jeff Kober**

Offers key success tools all world-class organizations have in common and explains how your organization can adopt them. The second edition includes examples from IKEA, Harley-Davidson, Southwest Airlines, Ritz-Carlton, and Disney.



ISBN: 9781562867867
Product Code: 111713
Member: \$15.95
List: \$17.95
PB • 5.5 x 8.5
120 pp. • 2017

How Did I Not See This Coming?

A New Manager's Guide to Avoiding Total Disaster

Katy Tynan

Being a first-time manager is tough. In this book, you'll learn about five basic truths to management. Become the manager everyone's talking about—in a good way.



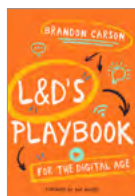
ISBN: 9781949036558
Product Code: 111911
Member: \$17.99
List: \$19.99
PB • 5.25 x 8
248 pp. • 2019

The Unashamed Guide to Virtual Management

**Ben Bisbee and
Kathy Wisniewski**

Many managers have critical questions about how to manage virtual teams. This book covers more than 80 topics—from doing laundry on the job to virtual onboarding, performance reviews, and scheduling.

LEADERSHIP AND LEADERSHIP DEVELOPMENT



ISBN: 9781952157585
Product Code: 112115
Member: \$29.99
List: \$34.99
PB • 6 x 9
192 pp. • 2021

L&D's Playbook for the Digital Age

Brandon Carson

This book walks through how to create a new L&D playbook to develop employee skills and abilities, as well as navigate the radical and complex transformation the digital age demands.



ISBN: 9781950496525
Product Code: 112015
Member: \$15.99
List: \$18.99
PB • 6 x 9
256 pp. • 2020

Connection Culture

The Competitive Advantage of Shared Identity, Empathy, and Understanding at Work

Second Edition

Michael Lee Stallard

This book challenges leaders to grow and strengthen their employees and organizations by fostering a culture of connection.



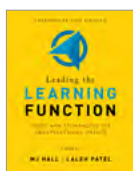
ISBN: 9781950496679
Product Code: 112003
Member: \$25.99
List: \$29.99
PB • 6 x 9
192 pp. • 2020

Forward-Focused Learning

Inside Award-Winning Organizations

Edited by Tamar Elkeles

Peek behind the curtain of proactive and high-performing organizations—like Comcast, Yahoo!, Nike, and General Mills—and see how they use learning to develop their employees and businesses. A must-read for anyone setting learning strategy or managing the learning function.



ISBN: 9781950496617
Product Code: 112009
Member: \$37.99
List: \$42.99
PB • 7 x 9
368 pp. • 2020

Leading the Learning Function

Tools and Techniques for Organizational Impact

Edited by MJ Hall and Laleh Patel

Drawing upon firsthand experiences from senior practitioners, this book offers best practices, tools, techniques, and processes that successful business leaders use to develop, build, and implement their personal leadership skill sets.



ISBN: 9781562868437
Product Code: 111814
Member: \$101.95
List: \$119.95
HC • 7 x 9
656 pp. • 2018

ATD's Foundations of Talent Development

Launching, Leveraging, and Leading Your Organization's TD Effort

Elaine Biech

Provides the resources you need to navigate the talent development industry and help grow your career and organization. Offering practical guidance and required information, this book should become a trusted advisor to senior leaders.



ISBN: 9781949036220
Product Code: 111823
Member: \$69.95
List: \$84.95
PB • 7 x 9
528 pp. • 2018

ATD's Action Guide to Talent Development

A Practical Approach to Building Your Organization's TD Effort

Elaine Biech

This guide leads you through valuable concepts, designs, and ideas for defining your organization's learning foundation through preparing for the future. The genesis stems from theory, but this is real-world application and action.



ISBN: 9781562868123
Product Code: 111216
Member: \$19.99
List: \$24.99
PB • 6 x 9
200 pp. • 2012

The Self-Aware Leader

A Proven Model for Reinventing Yourself

Daniel P. Gallagher and Joseph Costal

Delivers a proven program to increased success for both you and your organization by outlining a path to greater managerial self-awareness using specific, experience-based insights.



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Product Code: 111708
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List: \$19.95
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192 pp. • 2017

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Mastering the Art of Speaking and Presenting

Erik Palmer

Use 11 simple steps to craft the perfect message and captivate audiences with exceptional delivery.



ISBN: 9781562868574
Product Code: 111623
Member: \$14.95
List: \$16.95
PB • 5 x 8
160 pp. • 2016

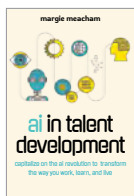
Leaders Open Doors

A Radically Simple Leadership Approach to Lift People, Profits, and Performance

Second Edition

Bill Treasurer

Learn to open doors of opportunity for others as you master four essential skills that all new and experienced leaders must have.



ISBN: 9781950496310
Product Code: 112008
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PB • 6 x 9
144 pp. • 2020

AI in Talent Development

Capitalize on the AI Revolution to Transform the Way You Work, Learn, and Live

Margie Meacham

This book presents the benefits, uses, and risks of AI technology in the talent development field, as well as practical tools to strengthen and enhance learning and performance programs.



ISBN: 9781950496259
Product Code: 112013
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228 pp. • 2020

Producing Virtual Training, Meetings, and Webinars

Master the Technology to Engage Participants

Kassy LaBorie

Gain the knowledge and skills you need to master the production of virtual events while delivering engaging training, productive meetings, and captivating webinars.



ISBN: 9781562865757
Product Code: 111704
Member: \$32.99
List: \$38.99
PB • 7 x 10
240 pp. • 2017

Virtual Training Tools and Templates

An Action Guide to Live Online Learning

Cindy Huggett

Gain the tried-and-true tools needed to make virtual training programs an all-out success with this complete guide.



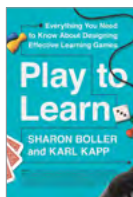
ISBN: 9781947308640
Product Code: 111816
Member: \$24.99
List: \$29.99
PB • 7.5 x 9.5
216 pp. • 2018

Virtual Training Basics

Second Edition

Cindy Huggett

Learn the fundamentals of virtual training and discover the skills you need for effective design and facilitation.



ISBN: 9781562865771
Product Code: 111705
Member: \$39.99
List Price \$45.99
PB • 7 x 10
168 pp. • 2017

Play to Learn

Everything You Need to Know About Designing Effective Learning Games

Sharon Boller and Karl Kapp

This book bridges the gap between instructional design and game design by helping you grow your game literacy and strengthen crucial game design skills.



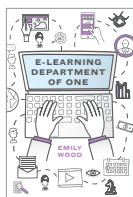
ISBN: 9781947308800
Product Code: 111904
Member: \$31.95
List: \$36.95
PB • 6 x 9
256 pp. • 2019

Shock of the New

The Challenge and Promise of Emerging Technology

Chad Udell and Gary Woodill

This book offers a much-needed framework (BUILDS) for evaluating emerging learning technologies.



ISBN: 9781947308824
Product Code: 111813
Member: \$29.99
List: \$35.99
PB • 6 x 9
200 pp. • 2018

E-Learning Department of One

Emily Wood

This book covers the full scope of e-learning design, training, and development for an organization through the lens of how to get by with limited resources, help, and time.



ISBN: 9781947308527
Product Code: 111808
Member: \$27.99
List: \$32.99
PB • 8.5 x 9.25
200 pp. • 2018

A Trainer's Guide to PowerPoint

Best Practices for Master Presenters

Mike Parkinson

Named a Microsoft PowerPoint MVP, the author provides a PowerPoint master class. Walk through the phases of presentation development and learn tips and best practices for presentation success.



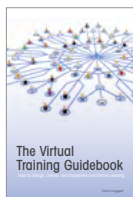
ISBN: 9781602783096
Product Code: 111715
Member: \$31.99
List: \$36.99
PB • 7.5 x 9.25
248 pp. • 2017

The LMS Guidebook

Learning Management Systems Demystified

Steven D. Foreman

If you need to manage training and education programs, then you need an LMS. Don't waste time and money picking the wrong one.



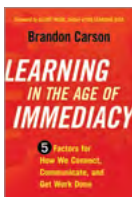
ISBN: 9781562868611
Product Code: 111306
Member: \$32.99
List: \$38.99
PB • 7 x 10
216 pp. • 2014

The Virtual Training Guidebook

How to Design, Deliver, and Implement Live Online Learning

Cindy Huggett

Learn how to implement online learning successfully, including how to gain organizational support, select a platform, design classes, select facilitators, and prepare participants.



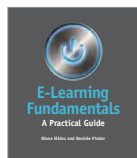
ISBN: 9781562867690
Product Code: 111711
Member: \$29.99
List: \$34.99
PB • 6 x 9
184 pp. • 2017

Learning in the Age of Immediacy

5 Factors for How We Connect, Communicate, and Get Work Done

Brandon Carson

Five factors—automation, the cloud, mobile, big data, and the Internet of Everything—are changing how we work. Learn how to evolve your organization while moving at the speed of business.



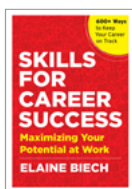
ISBN: 9781562869472
Product Code: 111520
Member: \$28.95
List: \$32.95
PB • 8 x 9.25
176 pp. • 2015

E-Learning Fundamentals

A Practical Guide

Diane Elkins and Desirée Pinder

Offers a comprehensive examination of the e-learning process from the ground up, providing the base of knowledge necessary to tackle everything from early e-learning concepts down to its execution.



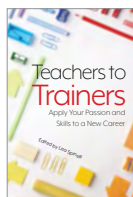
ISBN: 9781523091928
Product Code: 132101
Member: \$31.45
List: \$34.95
PB • 7 x 10
432 pp. • 2021

Skills for Career Success

Maximizing Your Potential at Work

Elaine Biech

In this easy-to-navigate catalog of 51 critical skills, learn about actions you can take immediately, ongoing practices, and long-term goals. Beyond the skills, Biech offers advice for keeping your career on track, mapping a path beyond your current job, overcoming personal roadblocks, finding your passion at work, and initiating talent conversations with your manager.



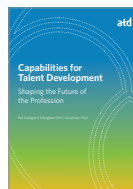
ISBN: 9781952157141
Product Code: 112016
Member: \$16.99
List: \$19.99
PB • 6 x 9
216 pp. • 2020

Teachers to Trainers

Apply Your Skills and Passion to a New Career

Edited by Lisa Spinelli

K-12 teachers gain insights into the education system of adult learning. Former teachers describe their career transition experiences and current roles. Offers resources and tips about transferable skills, job market research, resume creation, and next steps.



ISBN: 9781947308893
Product Code: 111920
Member: \$25.99
List: \$29.99
PB • 7 x 10
128 pp. • 2019

Capabilities for Talent Development

Shaping the Future of the Profession

Pat Galagan, Morgan Hirt, and Courtney Vital

Get an in-depth look at ATD's Capability Model™, a powerful framework to guide the TD profession in what practitioners need to know and do to develop themselves, others, and their organizations.



ISBN: 9781947308602
Product Code: 111810
Member: \$28.95
List: \$34.95
PB • 7 x 10
200 pp. • 2018

Effective Onboarding

Norma Dávila and Wanda Piña-Ramírez

Learn the differences between orientation and onboarding, how to build a business case for your onboarding program, and how to design, implement, evaluate, and sustain a program that's right for your organization.



ISBN: 9781947408336
Product Code: 111717
Member: \$29.99
List: \$34.99
PB • 7 x 10
200 pp. • 2017

Starting a Talent Development Program

Elaine Biech

Elaine Biech interweaves best practices with the latest technology and offers templates, tools, worksheets, and tips to help you start, design, and implement your talent development program.



ISBN: 9781949036756
Product Code: 111902
Member: \$16.99
List: \$18.99
PB • 6 x 9
232 pp. • 2019

Digital You

Real Personal Branding in the Virtual World

William Arruda

William Arruda describes the 21st-century world of personal branding and guides you to define, express, and expand your authentic, personal brand for the virtual world.



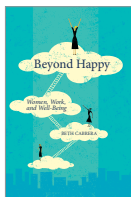
ISBN: 9781947308794
Product Code: 111821
Member: \$25.99
List: \$29.99
PB • 5.25 x 8
152 pp. • 2018

The Art of Executive Coaching

Secrets to Unlock Leadership Performance

Nadine Greiner, PhD

Read nine stories about executive coach Alice Well and her clients. Learn tips and tricks used by executive coaches to unlock the transformative performance results leaders need.



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Member: \$17.99
List: \$19.99
PB • 5.25 x 8
189 pp. • 2015

Beyond Happy

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Beth Cabrera

A collection of essential findings that offer women proven strategies for living more authentic lives. Employ Cabrera's strategies for thriving based on personal values, strengths, and enduring family ties and relationships.



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Product Code: 111714
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PB • 7 x 10
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Mentoring Programs That Work

Jenn Labin

Jenn Labin offers a step-by-step approach for navigating from the early phases of your organization's mentoring program alignment through program launch and measurement.



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256 pp. • 2018

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The Insider's Guide to Building a Speaking Career
Second Edition

Anne Bruce and Sardék Love

Gain updated strategies for navigating the public-speaking business, new material on social media and website marketing, and guidance on how to diversify services in an increasingly globalized industry.



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PB • 6 x 9
168 pp. • 2017

Everyday Coaching

Using Conversation to Strengthen Your Culture

Virginia Bianco-Mathis and Lisa Nabors

Discover the power of coaching to achieve expectations, personal growth, and overall strategic success.



ISBN: 9781562869465
Product Code: 111616
Member: \$23.95
List: \$27.95
PB • 7 x 10
288 pp. • 2016

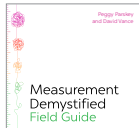
Find Your Fit

A Practical Guide to Landing a Job You'll Love

Sue Kaiden, Editor

Identify the best environment for you, shape your online identity, and network effectively.

TRAINING, FACILITATION, AND ISD



ISBN: 9781952517684
Product Code: 112116
Member: \$33.99
List: \$39.99
PB • 9.5 x 8.5
384 pp. • 2021

Measurement Demystified Field Guide

Peggy Parskey and David Vance

This workbook provides nearly 100 exercises to help you uncover what measurement work your organization is doing and what work it should do moving forward. Use as a stand-alone resource or a companion to *Measurement Demystified*.



ISBN: 9781950496891
Product Code: 112018
Member: \$32.99
List: \$38.99
PB • 7 x 10
432 pp. • 2020

Measurement Demystified

Creating Your L&D Measurement, Analytics, and Reporting Strategy

David Vance and Peggy Parskey

Presents an easy-to-use framework to simplify the discussion of measurement, analytics, and reporting as it relates to L&D and talent development practitioners.

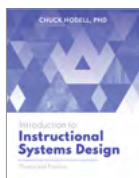


ISBN: 9781952157561
Product Code: 112114
Member: \$79.99
List: \$89.99
HC • 7 x 9
608 pp. • 2021

ATD Talent Development and Training in Healthcare Handbook

Gregory Rider, Jacqueline Burandt, and Niranjani Chidamber Papavaritis, Editors

Written by 25 seasoned healthcare practitioners, this volume addresses the many opportunities and complex challenges talent development professionals face in the growing and rapidly changing healthcare space.



ISBN: 9781952157127
Product Code: 112106
Member: \$49.99
List: \$59.99
PB • 7.5 x 9.5
448 pp. • 2021

Introduction to Instructional Systems Design

Theory and Practice
Chuck Hodell, PhD

This textbook provides comprehensive instruction for professors, instructors, and students of ISD who seek a professional and proven design method in an academic foundation.



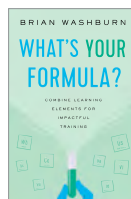
ISBN: 9781562869984
Product Code: 111532
Member: \$33.99
List: \$42.99
PB • 7 x 10
304 pp. • 2015

ISD From the Ground Up

A No-Nonsense Approach to Instructional Design
Fourth Edition

Chuck Hodell, PhD

This handbook on core ISD practices covers everything novice and practiced instructional designers need to know.



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Product Code: 112108
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List: \$29.99
PB • 6 x 9
248 pp. • 2021

What's Your Formula?

Combine Learning Elements for Impactful Training
Brian Washburn

This book offers a periodic table of 50+ learning elements to help guide trainers through the pitfalls and choices they confront in creating engaging learning experiences.



ISBN: 9781952157455
Product Code: 112102
Member: \$18.99
List: \$21.99
PB • 5.25 x 8
144 pp. • 2021

Learning Science for Instructional Designers

From Cognition to Application

Clark N. Quinn

This primer distills the current scope of learning science and prepares you to design learning experiences that ensure retention and transfer to relevant situations.



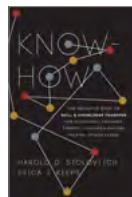
ISBN: 9781947308374
Product Code: 111807
Member: \$18.99
List: \$21.99
PB • 5.25 x 7.75
200 pp. • 2018

Millennials, Goldfish & Other Training Misconceptions

Debunking Learning Myths and Superstitions

Clark N. Quinn

This book debunks more than 30 common assumptions about good learning design. Be a smart consumer and stand behind the science of learning.



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List: \$19.99
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168 pp. • 2020

Know-How

The Definitive Book on Skill & Knowledge Transfer for Occasional Trainers, Experts, Coaches & Anyone Helping Others Learn

Harold D. Stolovitch and Erica J. Keeps

The authors of the classic, ever-popular *Telling Ain't Training* have written a fun, effective guide on how to transfer knowledge. Perfect for the occasional trainer, learn how to apply and receive feedback, test in nonthreatening ways, and foster learner confidence.

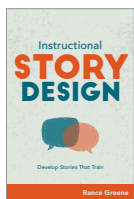


ISBN: 9781952157165
Product Code: 112017
Member: \$29.99
List: \$34.99
PB • 6 x 9
360 pp. • 2020

Troubleshooting for Trainers

Sophie Oberstein

This part troubleshooting guide and part intro to training design and delivery delivers in-the-moment fixes and longer-term solutions for common challenges (more than 40 in total) at every stage in the L&D process. Perfect for the busy trainer.



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Product Code: 112005
Member: \$27.99
List: \$32.99
PB • 6 x 9
280 pp. • 2020

Instructional Story Design

Develop Stories That Train

Rance Greene

Learn about a powerful process to discover, design, and deliver instructional stories. Unearth the root of the performance problem, create action lists for learners, and convince stakeholders of the effectiveness of stories.



ISBN: 9781950496655
Product Code: 112004
Member: \$29.99
List: \$34.99
PB • 7.5 x 9.5
200 pp. • 2020

Designing for Modern Learning

Beyond ADDIE and SAM

Crystal Kadakia and Lisa M.D. Owens

The authors introduce their learning cluster design model and share stories of business leaders, L&D professionals, and learners who have successfully adopted it, detailing how they altered organizational mindsets to meet the needs of modern learners and their organizations.



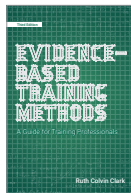
ISBN: 9781950496181
Product Code: 112002
Member: \$23.99
List: \$27.99
PB • 6 x 9
274 pp. • 2020

Design Thinking for Training and Development

Creating Learning Journeys That Get Results

Sharon Boller and Laura Fletcher

Sharon Boller and Laura Fletcher go beyond the user experience and integrate the learner experience, applying design thinking tools and techniques and adapting the traditional design thinking process for training and development projects.



ISBN: 9781949036572
Product Code: 111914
Member: \$34.99
List: \$39.99
PB • 6 x 9
432 pp. • 2019

Evidence-Based Training Methods

A Guide for Training Professionals
Third Edition

Ruth Colvin Clark

Learn to incorporate evidence and learning psychology into program design, development, and delivery decisions. This new edition provides updated information and related research on the effectiveness of digital games in training.



ISBN: 9781607280088
Product Code: 111614
Member: \$21.99
List: \$24.99
PB • 7 x 10
256 pp. • 2016

Kirkpatrick's Four Levels of Training Evaluation

James D. Kirkpatrick and Wendy Kayser Kirkpatrick

Adopt the most widely used training evaluation model around the globe by diving into the New World Kirkpatrick Model, a powerful methodology that melds people with metrics.



ISBN: 9781562867010
Product Code: 111109
Member: \$32.99
List: \$38.99
PB • 7 x 10
312 pp. • 2011

Telling Ain't Training

Updated, Expanded, Enhanced

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Harold D. Stolovitch and Erica J. Keeps

An essential book for all learning and development professionals, this sets the standards for the training industry, offering myth-busting research and ready-to-use tools.



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Product Code: 111910
Member: \$24.99
List: \$29.99
PB • 6 x 9
224 pp. • 2019

Agile for Instructional Designers

Iterative Project Management to Achieve Results

Megan Torrance

Recognizing that software development and instructional design have different needs and outcomes, Torrance developed the LLAMA methodology, which tailors the Agile project management approach specifically to instructional design.



ISBN: 9781949036732
Product Code: 111915
Member: \$21.99
List: \$24.99
PB • 5.25 x 7.25
200 pp. • 2019

Microlearning

Short and Sweet

Karl M. Kapp and Robyn A. Defelice

In this concise but comprehensive primer, you'll learn how, when, and why to design, develop, and implement microlearning in your organization.



ISBN: 9781562867119
Product Code: 111218
Member: \$32.99
List: \$38.99
PB • 7 x 10
216 pp. • 2012

Leaving ADDIE for SAM

An Agile Model for Developing the Best Learning Experiences

Michael Allen With Richard Sites

Delve into SAM and the Savvy Start, which incorporates processes that reduce the complexity of instructional design and development to yield more effective learning experiences.

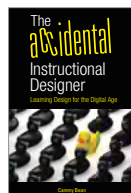


ISBN: 9781607280941
Product Code: 111615
Member: \$29.99
List: \$34.99
PB • 6 x 9
304 pp. • 2016

The Art and Science of Training

Elaine Biech

This bestselling book shows you how to blend content mastery and audience insight to deliver outstanding planned (and unplanned) training experiences.



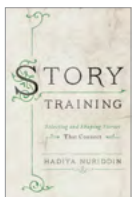
ISBN: 9781562869144
Product Code: 111410
Member: \$28.99
List: \$32.99
PB • 6 x 9
224 pp. • 2014

The Accidental Instructional Designer

Learning Design for the Digital Age

Cammy Bean

Discover nearly every aspect of the design process, from creating scenarios to building interactivity and working with SMEs. Look no further for new ideas on instructional design for e-learning.



ISBN: 9781562866891
Product Code: 111804
Member: \$27.95
List: \$32.95
PB • 5.5 x 8.5
160 pp. • 2018

StoryTraining

Selecting and Shaping Stories That Connect

Hadiya Nuriddin

The challenge with storytelling, according to Nuriddin, is in finding a story to tell. This book focuses on that elusive part of storytelling—finding the stories lurking everywhere and telling them.



ISBN: 9781947308350
Product Code: 111901
Member: \$32.99
List: \$38.99
PB • 6 x 9
232 pp. • 2019

Fully Compliant

Compliance Training to Change Behavior

Travis Waugh

Build flexible compliance programs and cultures focusing on integrity and ethics learning that change real behavior and diminish the chance of misconduct in the first place.



ISBN: 9781562860981
Product Code: 111801
Member: \$29.95
List: \$34.95
PB • 7 x 10
200 pp. • 2018

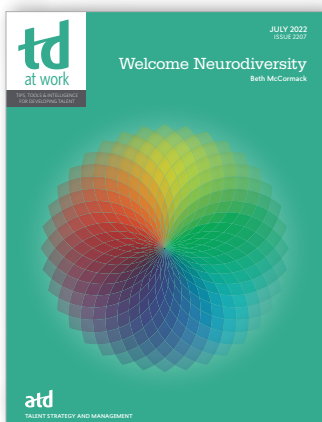
Blended Learning

Jennifer Hofmann

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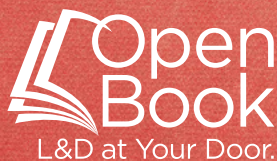
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