

## **Learning Styles Helper's Guide**

### **Authors**

Dr Peter Honey and Alan Mumford

### **Description**

The April 2006 revised edition of The Learning Styles Helper's Guide is the ideal companion to both the Learning Styles Questionnaire 80-item and Learning Styles Questionnaire 40-item.

It provides comprehensive guidance for all helpers of learning. It explores activities that suit different learning styles and how managers' learning styles determine the support individuals can expect.

It also provides practical advice on using learning styles in conjunction with training programmes and personal development plans and gives norms for various demographical groups, for benchmarking purposes.

Supersedes The Manual of Learning Styles and no longer contains the Learning Styles Questionnaire.

### **What are the Benefits?**

- It provides all the information people need to help and support others as they go through the process of establishing and working with their learning style preferences
- It provides practical advice for managers on how to use learning styles to harness their people's talents and how to recognise the influence their own learning style has on the way they manage their people
- It enables trainers to get the most out of training sessions and gives practical information on how to incorporate it into training programmes.

### **How to order/pricing?**

The ISBN for this book is 9781902899282 and the price is £18.00.

## **Buyers Guide**

### **What is the purpose of this booklet?**

To explain the thinking behind learning styles and to give all the background needed to help people understand and use more fully the Learning Styles Questionnaire (both 40 and 80-item versions).

### **Is it for me? What is the target population for this booklet?**

This is a guide for managers, trainers, educators and development advisers - in fact anyone who has an interest in helping people learn.

### **Who wrote the booklet?**

Dr Peter Honey is a chartered occupational psychologist, management consultant and author of numerous publications about learning and personal development. For over 30 years his primary interest has been helping people to learn effectively from work-based experiences. He is a Patron of the Campaign for Learning and a trustee of the Lifelong Learning Foundation and the Prisoners' Education Trust. He is also a Fellow of the RSA, CIPD and ITOL. He was also one of the founder members of the distinguished group that produced A Declaration on Learning.

Dr Alan Mumford has been involved with management training and development and with other aspects of managerial effectiveness for over thirty years. He has increasingly been involved in improving the ways in which managers can learn, especially through their normal work. He is a specialist in manager and director development and is a well-known author of management development books. Alan was also one of the founder members of the distinguished group that produced A Declaration on Learning. He is a Companion of the CIPD.

### **What difference will it make?**

As well as giving you the background to the Learning Styles Questionnaire the guide will help you to:

- administer the questionnaire to a group#
- know how to score and interpret the results
- match learning activities with learning styles preferences
- know how learning styles impact during and after training programmes
- run follow-up workshops to reinforce what has been learned
- know how to use learning styles in creating personal development plans

- understand the implications of learning styles for managers
- answer frequently asked questions about learning styles and the two versions of the questionnaire.

### **In how many ways could I use the booklet?**

You could:

- use the background information to help you increase your understanding of how the Learning Styles Questionnaire works
- understand how your own learning styles preferences influence the way you help others learn
- see how to use the questionnaire as part of a survey to identify training needs
- design more cost effective training programmes
- use it to ensure that the help you are giving is tailored to suit the particular learning needs of the recipient.

### **So, why should I buy it?**

To make it more likely that you can help people to learn more effectively than they otherwise would.

## **101 Ways to develop your people without really trying!**

### **Author:**

Dr Peter Honey

### **Description:**

Every workplace is riddled with development opportunities - but they often go unnoticed and under-utilised. This paperback shows how to exploit everyday opportunities that don't take a lot of organising and don't wreck the budget. Without question, every manager should have a copy! This book will help any manager at any level, within any organisation to develop their people, using normal work activities to enhance people's learning in order to improve their effectiveness. It offers a goldmine of practical help and advice on 101 pertinent topics.

### **What are the Benefits?**

- It provides help in short, manageable sections with highly practical advice
- It covers a wide range of subjects that can be referred to as and when required
- A short questionnaire enables people to evaluate their attitudes about developing people, to give them a starting point
- Implementing the suggestions creates a wealth of other knock-on benefits for individuals and their organisations
- Suggestions are carried out as part of people's everyday working activities, which helps them both to develop and to complete their everyday tasks.).

## **Strengthen Your Strengths: A Guide To Improving Your Self-Management Skills**

### **Author**

Dr Peter Honey

### Description

Peter Honey's book, *Strengthen your Strengths*, focuses on ways to enhance your self-management skills. These are the skills that underpin everything you do and include motivating yourself, managing your time, acting with integrity, managing unwanted stress and taking responsibility for developing yourself.

The book explores eight skills with checklists and practical suggestions. A refreshing feature is the unashamed emphasis it places on strengths rather than weaknesses. The book argues that strengthening strengths is not only more enjoyable and rewarding, but brings greater gains. Improving something you are already good at will transform your performance, whereas effort invested in overcoming weaknesses will, at best, only give tenuous, incremental gains that usually vanish as soon as you are under pressure and 'revert to type'.

Each skill set has a useful checklist to help you identify the things you already do well, the things you do that could be further improved and the things you don't do at present - but easily could. The checklists help you identify strengths you may be unaware of or too modest to admit. But the main thrust of the book goes beyond merely identifying your strengths; it suggests numerous ways to develop and exploit them. Building on strengths, the things you are already good at, is the equivalent of hitting the ground running.