

Scope Statement:

This subject guide is aimed toward state employees managing training and educational opportunities for state employees. Additionally, state employees can contact the State Library for more information about available services, reference help and publications at 614-644-7051 or refhelp@library.ohio.gov.

Electronic Collections:

- **OhioLINK- Electronic Journal Center (EJC):** Full text of 7000+ research journals.
- **Academic Search Complete (EBSCO):** Academic Search Complete provides access to more than 7,100 full-text periodicals, including more than 6,100 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 11,200 journals and a total of more than 11,700 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1887, with the majority of full text titles in searchable PDF format.
- **Business Source Complete (EBSCO):** Business Source Complete provides full text journals in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. Additional full text, non-journal content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more.
- **MasterFILE (EBSCO):** This multidisciplinary database provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.
- **Education Research Complete:** Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as multilingual education, health education, and testing. *Education Research Complete* provides indexing and abstracts for more than 2,100 journals, as well as full text for more than 1,200 journals, and includes full text for nearly 500 books and monographs.
- **Professional Development Collection (EBSCO):** Designed for professional educators, this database provides a highly specialized collection of nearly 520 high quality education journals, including more than 350 peer-reviewed titles. This database also contains more than 200 educational reports. *Professional Development Collection* is the most comprehensive collection of full text education journals in the world.

eJournals/eBooks:

| Title | Collection | From |
|--|----------------------------------|------|
| Adult Learning | MasterFILE (EBSCO) | 1996 |
| Career Development Quarterly | Academic Search Complete (EBSCO) | 2008 |
| Career World | Academic Search Complete (EBSCO) | 1996 |
| Chief Learning Officer | Business Source Complete (EBSCO) | 2003 |
| Coaching at Work | Business Source Complete (EBSCO) | 2008 |
| I + D | Academic Search Complete (EBSCO) | 2001 |
| The Learning Organization | EJC | 1994 |
| Training | Business Source Complete (EBSCO) | 2000 |

Federal and Commercial Websites:

- **State of Ohio Training Association** (<http://trainingohio.com>): SOTA is an organization comprised of professional trainers, managers and designers whose primary responsibilities include the design and delivery of personal and professional development programs. Members come from all parts of Ohio.
- **Training Magazine** (<http://www.trainingmag.com/msg/publications/training.jsp>): Training magazine is a 41-year-old professional development magazine that advocates training and workforce development as a business tool. The magazine delves into management issues such as leadership and succession planning, HR issues such as recruitment and retention, and training issues such as learning theory, on-the-job skills assessments and aligning core workforce competencies to enhance the bottom line impact of training and development programs.
- **Office of Personnel Management- Training and Development Policy** (<http://www.opm.gov/hrd/lead/index.asp>): This site offers a continuing source for current human resource development trends and innovations. This includes a training wiki, publications, training needs assessment and policy guidance.

New Books at the State Library:

- [The gamification of learning and instruction : game-based methods and strategies for training and education](#) by Karl M. Kapp
- [Better PowerPoint : quick fixes based on how your audience thinks](#) by Stephen M. Kosslyn
- [Presentation zen simple ideas on presentation design and delivery](#) by Garr Reynolds
- [The naked presenter : delivering powerful presentations with, or without, slides](#) by Garr Reynolds

Library of Congress Classification/Dewey Classification:

- Library of Congress: LB- Theory and Practice of Education
- Dewey Decimal System: 374- Adult Education; 384- Communications; 658- General Management

Search Terms:

- Education
- Training
 - Career Education
 - Occupational Training
 - Employee Development
 - Employee Training
 - Self-Managed Learning
 - Employer Supported Education
 - Job Training
 - Manpower Development and Training
 - On-The-Job Training
 - Training of Employees